

Date: [Insert Date]

To,
The Building Manager / Maintenance Department
[Apartment Name or Complex]
[Apartment Address]

Subject: Request for Urgent Repair of Kitchen Water Leakage

Dear Sir/Madam,

I am writing to formally bring to your immediate attention a **water leakage issue in the kitchen** of my apartment, [Apartment Number], at [Apartment Name or Address]. The leakage has been causing significant inconvenience and there is a growing concern regarding potential property damage and hygiene maintenance.

The leakage appears to be coming from [mention source of leak, if known, e.g., the sink, pipeline under the sink, or wall], and has resulted in continuous water accumulation on the kitchen floor. This not only disrupts daily activities and food preparation but also poses safety hazards, such as the risk of slips and mold development.

I kindly request the maintenance team to inspect and carry out the necessary repairs **at the earliest possible**, as the situation affects basic household functions and could worsen if left unattended. Immediate action will help prevent further damage to both the apartment fixtures and the overall property structure.

I would appreciate it if you could confirm the receipt of this request and inform me of the planned schedule for the repair work. Please let me know if I need to provide any further information or facilitate access to the apartment.

Thank you for your prompt attention to this urgent matter.

Sincerely,
[Your Name]
[Apartment Number]
[Contact Number / Email Address]