

Date: [Insert Date]

To,
[Landlord/Property Manager's Name]
[Landlord/Agency/Company Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]

Subject: Emergency Water Leakage Repair Request

Dear [Landlord/Property Manager's Name],

I am writing to formally notify you of an urgent water leakage issue in my rented apartment located at [Your Apartment Address]. This problem requires immediate attention and repair to prevent further damage to the property and to maintain healthy and safe living conditions.

The leak was first noticed on [Date Problem Was Noticed], and it appears to be coming from [specific location, e.g., the ceiling in the bathroom/kitchen, a pipe under the sink, etc.]. The continuous water flow is causing [describe the extent or effect: water pooling, damp walls, mold growth, property damage, etc.], which is not only damaging the structure but also affecting my daily life and well-being.

Given the severity and urgency of the situation, I kindly request that emergency repairs be carried out at the earliest possible time. Prompt action is essential to prevent further deterioration and to ensure the habitability and safety of the apartment as required under our rental agreement.

Please confirm the receipt of this request and inform me of the immediate steps that will be taken to resolve the issue. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this urgent matter.

Sincerely,
[Your Full Name]
[Your Contact Information]
[Apartment Number, if applicable]