

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Management Company]
[Recipient Address]

RE: Formal Request for Remediation Following Water Damage Inspection

Dear [Recipient Name],

I am writing to formally request immediate remediation following the inspection conducted on [Date of Inspection] regarding the water damage located at [Full Address/Location of Damage].

The inspection report confirmed the following issues that require urgent attention:

- [List specific finding 1, e.g., Mold growth in the drywall]
- [List specific finding 2, e.g., Saturated flooring/subflooring]
- [List specific finding 3, e.g., Structural dampness in the ceiling]

Based on these findings, I am requesting that the following actions be taken to restore the property to a safe and habitable condition:

- Complete removal and replacement of affected materials (drywall, insulation, carpeting).
- Professional mold remediation and air quality testing.
- Full drying and sanitization of the impacted areas.
- Repair of the original source of the leak to prevent recurrence.

Please provide a written timeline for these repairs by [Date]. I expect the remediation process to begin no later than [Date] to prevent further structural damage or health risks.

Attached is a copy of the inspection report and photos for your records.

Sincerely,

[Your Signature]

[Your Printed Name]