

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Property Management Company]
[Recipient Address]
[City, State, Zip Code]

RE: URGENT - Emergency Notice of Roof Leak at [Property Address]

Dear [Recipient Name],

I am writing to formally notify you of an emergency roof leak at the above-mentioned property, which was discovered on [Date] at approximately [Time].

The leak is currently located in the [Specific Room/Area, e.g., Master Bedroom ceiling] and is causing [Description of damage, e.g., dripping water, water stains, or pooling on the floor]. Due to the severity of the leak and the potential for structural damage, mold growth, or electrical hazards, this matter requires immediate attention.

I have taken the following temporary measures to mitigate further damage: [e.g., placed buckets under the leak, moved furniture].

Please arrange for a professional roofing contractor to inspect and repair the roof immediately. Please contact me at [Your Phone Number] to confirm when a repair person will be arriving so that I can provide access to the property.

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Signature]

[Your Printed Name]