

Your business address

Date

The owner's address

Subject: Repair of the leaking roof

Dear Mr. / Ms. (Owner's name)

This is to reiterate the fact that the west corner roof of the office in (plot number) is leaking. I would like to remind you that this is the last of a string of mails that I am addressing to you about this issue.

The rental contract states that you would tend to the repairs of the structure itself. I am requesting you to honor the contract and look into mending the seeping roof. As you would expect, this is hindering our services and is costing us customers.

I am looking at legal options to remedy my company from this situation. I am on the right side of the law in this matter. Considering the location of the office, I would like to hold on to it. I hope that we could get on the same page and do the needful to ensure the smooth running of my company.

Yours sincerely

(Your signature)

(Your official name)