

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

[Date]

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

**Subject: Notice of Kitchen Plumbing Upgrade and Required Repairs**

Dear [Recipient Name],

I am writing to formally request/notify you regarding necessary plumbing upgrades and repairs in the kitchen area of the property located at [Property Address].

The following issues have been identified and require immediate attention:

- [Description of repair issue, e.g., Leaking pipe under the sink]
- [Description of repair issue, e.g., Low water pressure in faucet]
- [Description of repair issue, e.g., Malfunctioning garbage disposal]

In addition to these repairs, I am proposing the following upgrades to improve the efficiency and functionality of the kitchen plumbing:

- [Description of upgrade, e.g., Installation of high-efficiency faucet]
- [Description of upgrade, e.g., Replacement of outdated PVC piping]
- [Description of upgrade, e.g., Installation of a new filtration system]

Please let me know a convenient time for a licensed plumber to access the unit to inspect the area and provide a formal estimate. I would like to have these works completed by [Target Date].

I look forward to hearing from you soon to discuss how we can proceed.

Sincerely,

[Your Signature]

[Your Printed Name]