

# Urgent Maintenance Request

Date: [Insert Date]

To: [Landlord's Name or Property Management Company]

From: [Tenant's Name]

Property Address: [Insert Property Address]

Dear [Landlord's Name or Property Manager],

I hope this message finds you well. I am writing to formally request urgent maintenance for my unit at the above address. I have encountered the following issues that require immediate attention:

- [Describe the first issue, e.g., "Leaking faucet in the kitchen"]
- [Describe the second issue, e.g., "Heating system malfunction"]
- [Describe any additional issues, e.g., "Broken window in the living room"]

These issues are causing [explain how the issues are affecting your living conditions, e.g., "discomfort", "water damage", "security concerns", etc.]. I kindly ask for a prompt response so that arrangements can be made for the necessary repairs.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this matter further. Thank you for your immediate attention to this urgent matter.

Sincerely,

[Your Name]

[Your Apartment Number]