

Maintenance Request Endorsement

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

Hope this message finds you well. I am writing to formally endorse and submit a maintenance request for my unit located at [Your Address/Unit Number].

The specific issue that needs attention is as follows:

- [Describe the issue clearly, e.g., "Leaking faucet in the kitchen."]
- [Additional details if necessary.]

I kindly request that this matter be addressed at your earliest convenience. Please let me know if you need any further details or if I should coordinate with maintenance directly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]