

# Tenant Repair Authorization Notice

Date: [Insert Date]

To: [Landlord's Name]

Address: [Landlord's Address]

Dear [Landlord's Name],

I am writing to formally notify you of a repair that is needed in my rental unit located at [Rental Unit Address]. The specific issue that needs attention is [Describe the Repair Needed]. This issue was first noticed on [Date Issue was First Noticed].

As per our lease agreement, I am requesting your authorization to proceed with the necessary repairs. I believe it is essential to address this matter promptly to ensure the safety and comfort of the living space. I propose that the following repair professional be contacted to perform the needed work: [Repair Professional's Name and Contact Information].

Please let me know if you approve of this recommendation or if you have other preferences. I look forward to your prompt response so that we can resolve this issue quickly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]