

Tenant Repair Request Authorization

Date: [Insert Date]

To: [Landlord's Name]

Address: [Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request authorization for necessary repairs in my rental unit located at [Your Address].

The issues I have encountered include:

- [Detail Repair Issue 1]
- [Detail Repair Issue 2]
- [Detail Repair Issue 3]

Please let me know how you would like to proceed with these repairs. I can be reached at [Your Phone Number] or [Your Email Address]. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]