

# Repair Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

## **Subject: Request for Repair**

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request repairs to be made in my apartment located at [Your Apartment Address].

Details of the repair request:

- Issue: [Describe the issue]
- Location: [Specify where the issue is located]
- Severity: [Briefly explain how it affects living conditions]

I kindly ask for your prompt attention to this matter, as it is impacting my living conditions. Please let me know when you are able to arrange for the repairs.

Thank you for your attention to this matter.

Sincerely,

[Your Name]