

Repair Request Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request repairs to be made regarding plumbing issues that have arisen at my residence located at [Your Address].

Specifically, I have noticed [describe the specific plumbing issues, e.g., "leaking pipes," "a malfunctioning faucet," etc.]. This has resulted in [explain any impact of the issue, e.g., "water damage," "reduced functionality," etc.], which I believe requires immediate attention.

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further.

Thank you for your cooperation.

Sincerely,
[Your Name]