

Tenant Exterior Repair Request

Date: [Insert 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 urgent maintenance for exterior repairs needed at my residence located at [Your Address].

Upon recent inspection, I have noticed the following issues:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

These issues are causing [explain how the issues affect your living conditions, e.g., safety concerns, property damage, etc.]. As they require immediate attention, I would greatly appreciate it if you could arrange for repairs at your earliest convenience.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]