

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]

Subject: Urgent Repair Request

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request a swift repair for an urgent issue in my apartment, [Your Apartment Number], located at [Property Address].

The issue I am facing is as follows:

- [Description of the problem, e.g., leaking pipe, broken heater]

This situation has caused considerable inconvenience, impacting my daily life significantly. I would greatly appreciate your prompt attention to this matter and request that repairs be made at your earliest convenience.

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

Sincerely,

[Your Name]