

Urgent Repair Request

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request an urgent repair in my rental unit located at [Rental Address].

On [Date of Incident], I noticed that [describe the issue, e.g., "the plumbing is leaking," "the heater is not working," etc.]. This problem has [explain the severity or impact, e.g., "caused water damage," "left the unit without heat," etc.]. Given the urgency of this matter, I would appreciate your prompt attention to this issue.

Please let me know when a maintenance person can come to assess and address this problem. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Tenant's Name]

[Tenant's Signature (if sending a hard copy)]