

Request for Review of Floor Damage

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 a review of the floor damage that has occurred in my apartment, unit [Your Unit Number], located at [Your Apartment Address].

Upon moving in, I noticed [describe the damage briefly, e.g., scratches, stains, etc.]. I believe it is important to address this issue promptly to ensure the floor's longevity and overall appearance.

I would appreciate it if you could arrange for a maintenance review at your earliest convenience. Please let me know the best time for this assessment, and I will do my best to accommodate.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]