

Window Repair Request

Date: [Insert Date]

Tenant Name: [Insert Your Name]

Address: [Insert Your Address]

Landlord Name: [Insert Landlord's Name]

Landlord Address: [Insert Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request a repair for the window located in my apartment at [Insert Apartment Number/Address].

Details of the issue:

- Type of repair needed: [e.g., broken glass, faulty lock, etc.]
- Location of the window: [e.g., living room, bedroom, etc.]
- Date the issue was first noticed: [Insert Date]

This repair is essential for maintaining the safety and security of my living space. I kindly ask that you arrange for the necessary repairs at your earliest convenience.

Please feel free to contact me at [Insert Your Phone Number] or [Insert Your Email Address] to discuss this matter further.

Thank you for your prompt attention to this request.

Sincerely,

[Insert Your Name]

[Insert Your Signature (if sending a hard copy)]