

Tenant Window Repair Request

Date: [Insert Date]

[Landlord/Property Manager's Name]

[Property Management Company Name]

[Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I am writing to follow up on my previous request regarding the window repair in my unit ([Your Unit Number or Address]). The issue was reported on [Date of Initial Request] and has not yet been addressed.

The window is [briefly describe the issue, e.g., "drafty," "broken," "difficult to open," etc.], which has been affecting my comfort and security.

I would appreciate your attention to this matter and a timeline for when I can expect the repairs to be completed. Please let me know if you need any further information from my side.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address, if different from your unit]

[Your Email Address]

[Your Phone Number]