

# Window Repair Request

Date: [Insert Date]

To: [Landlord's Name]

Property Address: [Insert Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request repairs for multiple windows in my apartment located at [Apartment Number or Specific Location].

The windows requiring repair are as follows:

- Living Room Window - [Describe Issue]
- Bedroom Window - [Describe Issue]
- Kitchen Window - [Describe Issue]

These issues have affected my comfort and safety, and I would appreciate your prompt attention to this matter. Please let me know a convenient time for a maintenance visit or if you need any further details from my side.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Contact Information]