

Window Repair Request

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

Address: [Landlord/Property Manager's Address]

From: [Your Name]

Address: [Your Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request a professional assessment of the window in my unit, [Your Apartment Number], as it has sustained [describe the issue, e.g., cracks, leaks, broken glass, etc.].

This issue has resulted in [briefly describe the consequences, e.g., increased energy bills, discomfort, security concerns, etc.]. I believe it is essential to address this matter promptly to ensure the safety and comfort of my living space.

I kindly ask that a professional be sent to assess the situation at your earliest convenience. Please let me know a suitable time for this assessment, as I am available [insert your availability].

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

Sincerely,

[Your Name]

[Your Contact Information]