

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

## **Subject: Window Repair Request for Safety Concerns**

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request urgent repairs to the windows in my unit located at [Your Address]. I have noticed several safety concerns with the windows that need immediate attention.

Specifically, [describe the exact issues with the windows, e.g., cracks, difficulty closing/opening, etc.]. These issues pose a safety risk, particularly in case of an emergency.

I kindly ask that you address this matter at your earliest convenience. Please let me know a suitable time for a maintenance visit to assess and repair the windows.

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

Sincerely,

[Your Name]