

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request temporary solutions for a window repair needed in my apartment [Apartment Number] located at [Property Address].

Recently, I noticed that [describe the issue, e.g., "the window in the living room has a broken latch" or "the glass pane is cracked"]. This issue has raised concerns regarding safety and energy efficiency.

While I understand that a permanent repair may take some time, I would appreciate it if you could provide temporary solutions to mitigate any potential risks. Possible solutions could include [list suggestions, e.g., "sealing the window with plastic wrap," "installing a temporary lock," or "placing safety tape around the crack"].

Thank you for your attention to this matter. Please let me know how soon I can expect temporary solutions to be implemented.

Sincerely,
[Your Name]