

Window Repair Request

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

Address: [Landlord/Property Manager's Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request a repair for a window in my unit located at [Your Address]. The window has been [describe the issue, e.g., "cracked", "drafty", "not opening properly"] and I believe it requires your attention.

Could you please provide an estimated timeline for the repair? Your prompt response would be greatly appreciated as it affects the comfort and safety of my living space.

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

Sincerely,

[Your Name]

[Your Contact Information]