

Window Repair Request

From: [Your Name]

Your Address: [Your Address]

City, State, Zip: [Your City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Date]

To: [Landlord's Name]

Landlord's Address: [Landlord's Address]

City, State, Zip: [Landlord's City, State, Zip]

Dear [Landlord's Name],

I am writing to formally request urgent repairs to the windows in my apartment located at [Your Address]. The following issues have arisen:

- [Describe Issue 1, e.g., Broken window pane]
- [Describe Issue 2, e.g., Window does not close properly]
- [Describe Issue 3, e.g., Draft causing temperature issues]

These conditions pose safety and comfort concerns, and I kindly request that these repairs be addressed as soon as possible. Please let me know when a maintenance team can come to inspect and fix the issues.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]