

Apartment Repair Request

Date: [Insert Date]

To: [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 repairs for my apartment located at [Your Apartment Address].

Issue: [Brief Description of the Problem]

Date First Noticed: [Insert Date]

Urgency: [High/Medium/Low]

I would appreciate it if you could address this matter at your earliest convenience. Please let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]