

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 maintenance for my rental unit located at [Your Rental Address].

Details of the issue:

- **Type of Issue:** [e.g., plumbing leak, heating issue, electrical problem]
- **Description:** [Briefly describe the problem]
- **Date Issue Started:** [Date]

Given the nature of the issue, I kindly request that it be addressed at your earliest convenience. Please let me know when a maintenance person can come to inspect and resolve the issue or if further information is needed.

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

Sincerely,
[Your Name]