

Maintenance Issues Report

Date: [Insert Date]

To: [Landlord/Property Management Name]

From: [Your Name]

Property Address: [Your Rental Unit Address]

Subject: Recurring Maintenance Issues

Dear [Landlord/Property Management Name],

I hope this message finds you well. I am writing to bring to your attention several recurring maintenance issues in my rental unit that require attention. Below is a summary of the concerns:

1. [Issue 1: Description]

Details: [Provide specific details about the issue, including any previous communications about it and its current status.]

2. [Issue 2: Description]

Details: [Provide specific details about the issue, including when it was last reported and any steps taken to resolve it.]

3. [Issue 3: Description]

Details: [Provide specific details about the issue, including how often it occurs and its impact on your living conditions.]

I appreciate your prompt attention to these matters. Please let me know how you plan to address these ongoing issues. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]