

Urgent Repair Notification

Date: [Insert Date]

To: [Landlord's Name]

Address: [Landlord's Address]

From: [Your Name]

Address: [Your Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you of an urgent repair that requires immediate attention in my apartment located at [Your Apartment Address].

Details of the issue are as follows:

- Description of the problem: [Insert Description]
- Date issue was first noticed: [Insert Date]
- Impact of the issue: [Insert Impact on Living Conditions]

Given the nature of the problem, I kindly request that you arrange for repairs as soon as possible. Please let me know when a maintenance team can be expected to address this issue.

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

Sincerely,

[Your Name]

[Your Contact Information]