

# Maintenance Request

Date: \_\_\_\_\_

To: [Landlord/Property Management Name]

Address: [Landlord/Property Management Address]

From: [Tenant Name]

Address: [Tenant Address]

Dear [Landlord/Property Management Name],

I hope this message finds you well. I am writing to formally request maintenance services for my unit located at [Your Apartment Number/Address].

The following issues require attention:

- [Description of Issue 1]
- [Description of Issue 2]
- [Description of Issue 3]

Please let me know when a maintenance technician can be expected to address these issues. Thank you for your prompt attention to this matter.

Sincerely,

[Tenant Name]

[Tenant Contact Information]