

Request for Urgent Air Conditioning Repair

Date: [Insert 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 urgently request repair for the air conditioning unit in my apartment ([Your Apartment Number]) as it is not functioning properly. The current situation has made the living conditions quite uncomfortable.

This issue has been persisting since [insert date issue started], and despite attempts to manage the temperature, it has become increasingly difficult to maintain a livable environment.

I would greatly appreciate it if you could arrange for a repair service to address this issue at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]