

Appliance Malfunction Notification

Date: [Insert Date]

To: [Landlord's Name]

Address: [Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to inform you of a malfunction with one of the appliances in my unit, located at [Your Address].

The appliance in question is [Name of Appliance, e.g., refrigerator, dishwasher, etc.], and it began having issues on [Date of Malfunction]. The specific problem is [Briefly Describe the Issue, e.g., not cooling, leaking, etc.].

I would appreciate it if you could arrange for a repair at your earliest convenience. If you need any further information or would like to schedule a time for a maintenance visit, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]