

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 inform you that the heater in my unit [Your Unit Number or Address] has stopped working. Despite my attempts to adjust the settings, it is not heating properly and the temperature has become quite uncomfortable.

I would appreciate it if you could arrange for a professional to examine and repair the heater at your earliest convenience. Please let me know how you would like to proceed regarding this matter.

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

Sincerely,

[Your Name]