

Notification of Radiator Issues

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to inform you of issues concerning the radiator in [specify location, e.g., "the living room" or "the second-floor hallway"]. We have noticed the following problems that require immediate attention:

- [Issue 1: e.g., "The radiator is not heating up."]
- [Issue 2: e.g., "There are leaks observed in the radiator."]
- [Issue 3: e.g., "The radiator is making unusual noises."]

We kindly ask for your assistance in resolving these issues at your earliest convenience to ensure a comfortable living environment. Please let us know how you would like to proceed or if a maintenance appointment should be scheduled.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]