

# Urgent Maintenance Request

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to request urgent assistance with a maintenance issue in my unit ([Your Unit Number or Address]). The situation has become increasingly problematic and requires immediate attention.

Details of the issue:

- Type of issue: [e.g., plumbing, electrical, heating, etc.]
- Description: [Briefly describe the issue and its urgency]
- Date issue was first noticed: [Insert Date]

I kindly request that you arrange for a maintenance professional to examine and resolve this issue as soon as possible. Please let me know if you require any further information or if there's a specific timeframe for when I can expect assistance.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]