

Request for Sink Fixture Replacement

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request the replacement of the sink fixture in my apartment/unit located at [Your Address].

Upon recent inspection, I have noticed that the sink fixture is no longer functioning properly, causing [brief description of the issue, e.g., leaks, poor water flow, etc.]. This has resulted in [mention any inconvenience or damage caused, if applicable].

I would appreciate it if you could arrange for the replacement at your earliest convenience. If necessary, I am available for a maintenance visit on [provide your availability].

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

Sincerely,

[Your Name]

[Your Contact Information]

[Date]