

# Service Request for Sink Fixture Repair

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

Property Address: [Insert Property Address]

From: [Your Name]

Unit Number: [Insert Unit Number]

Email: [Your Email]

Phone Number: [Your Phone Number]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request a repair for the sink fixture in my apartment. I have noticed that [briefly describe the issue, e.g., "the faucet is leaking" or "the water pressure is low"].

This issue has been affecting my ability to use the sink effectively, and I would appreciate it if you could arrange for a maintenance visit at your earliest convenience.

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

Sincerely,

[Your Name]