

Request for Entrance Door Repair

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord/Property Manager's Name]

[Property Management Company]

[Company Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request a repair to the entrance door of my apartment located at [Your Apartment Number or Address].

Recently, I have noticed that the entrance door is [describe the issue, e.g., not closing properly, damaged, etc.]. This has made it difficult for me to ensure my unit is secure. I believe that it is important to address this issue promptly to maintain the safety and integrity of the property.

Please let me know how we can proceed with this repair. I can be available 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]