

Request for Closure of Side Entrance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord/Property Manager's Name]

[Landlord/Property Management Company Name]

[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 the closure of the side entrance to my rental unit located at [Your Address].

Since moving in on [Move-in Date], I have noticed that the side entrance has become a concern due to [Explain the reasons: security issues, privacy concerns, etc.]. As a tenant who values [safety/privacy/etc.], I believe that closing this entrance would greatly enhance my living conditions.

I kindly ask you to consider this request and take the necessary steps to close the side entrance. I am willing to discuss this matter further and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]