

Request for Window Screen Replacement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request the replacement of a window screen in my unit located at [Your Apartment Number/Address].

Unfortunately, the window screen has suffered significant damage, which has diminished its functionality and poses a risk of pests entering the unit.

Details of the damage are as follows:

- Location: [Specify window location]
- Type of damage: [Describe damage, e.g., tears, tears, frames bent]

I would appreciate it if you could arrange for the replacement at your earliest convenience. Please let me know a suitable time for the repair.

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

Sincerely,

[Your Name]