

Rental Application for HVAC System Maintenance

Date: [Insert Date]

To: [Landlord/Property Manager Name]

[Property Address]

Dear [Landlord/Property Manager Name],

I hope this message finds you well. I am writing to formally request maintenance for the HVAC system at my rental unit located at [Your Rental Address].

Recently, I have noticed the following issues with the system:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

These issues have affected the comfort of the living environment, and I believe prompt maintenance is necessary to ensure the system operates efficiently.

Please let me know a suitable time for a maintenance technician to assess and resolve these issues. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Rental Address]