

Maintenance Request: Plumbing Repair

Date: [Insert Date]

To: [Landlord/Property Manager Name]

Address: [Rental Unit Address]

Email: [Landlord/Property Manager Email]

Subject: Request for Plumbing Repairs

Dear [Landlord/Property Manager Name],

I hope this message finds you well. I am writing to inform you of a plumbing issue that requires immediate attention in my rental unit located at [Rental Unit Address].

The specific issue is as follows:

- [Describe the issue, e.g., "The kitchen sink is leaking."]
- [Add any other relevant details e.g., "The toilet is not flushing properly."]

This issue has been persisting since [Insert Date issue started], and it is affecting my daily activities. I kindly request that a maintenance team be sent to address these plumbing issues at your earliest convenience.

Thank you for your prompt attention to this matter. Please let me know when I can expect someone to come and assess the situation.

Sincerely,

[Your Name]

[Your Contact Information]

[Unit Number, if applicable]