

Official Notification

Date: [Insert Date]

To: [Landlord's Name]

Address: [Landlord's Address]

From: [Your Name]

Address: [Your Address]

Subject: Request for Refrigerator Repair

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you that the refrigerator in my rental unit located at [Your Address] is in need of repair. The refrigerator has been malfunctioning since [insert date of the first issue], and it is affecting my ability to store food properly.

I kindly request that you arrange for a repair service to examine and fix the refrigerator at your earliest convenience. Please let me know how you would like to proceed with this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Contact Information]