

Notification of Malfunctioning Air Conditioning

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

From: [Your Name]

Address: [Your Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally notify you of an issue with the air conditioning unit in my rental space located at [Your Address].

Unfortunately, the air conditioning is not functioning properly since [insert date the issue began]. The unit is [describe the issue, e.g., making unusual noises, not cooling effectively, etc.]. This has created a discomfort in the living conditions.

I kindly request that you arrange for a professional inspection and repair at your earliest convenience. Please let me know how you would like to proceed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]