

# Request for Air Conditioning Repairs

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[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 repairs to the air conditioning system in my rented accommodation at [Your Address]. The system has been malfunctioning since [date of issue], and it is becoming increasingly uncomfortable, especially with the rising temperatures.

Please let me know when a maintenance technician can be scheduled to assess and repair the unit. Your prompt attention to this matter would be greatly appreciated.

Thank you for your understanding and support.

Sincerely,  
[Your Name]