

[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 a repair for the heating system in my apartment ([Your Apartment Number]) at [Apartment Address]. The heating system has been malfunctioning, and it is currently not providing adequate warmth, which has made living conditions uncomfortable.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]