

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you of an issue we are experiencing with the heating system in my apartment located at [Your Address].

The heating has been malfunctioning since [Date of First Occurrence], and despite attempts to adjust the thermostat, the temperature in the apartment remains uncomfortably low.

Please let me know how you would like to proceed with arranging for repairs at your earliest convenience. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]