

Request for Heating System Maintenance

Date: [Insert Date]

To: [Landlord's Name]

Address: [Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request maintenance for the heating system in my rental unit located at [Your Address]. The heating system has been experiencing issues, including [briefly describe the issues, e.g., inadequate heating, strange noises, etc.].

Given the importance of a functional heating system, especially with the colder months approaching, I would appreciate your prompt attention to this matter. Please let me know when a maintenance technician can come to assess the situation.

Thank you for your attention to this urgent request. I look forward to your swift response.

Sincerely,
[Your Name]
[Your Contact Information]