

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 bring to your immediate attention a concerning issue regarding the window locks in my rental unit located at [Rental Address]. I have noticed that the locks are either broken or malfunctioning, which raises serious security concerns for myself and my belongings.

It is crucial for the safety of my home that these locks be repaired as soon as possible. I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your understanding.

Sincerely,

[Your Name]