

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request the repair of a faulty window lock at my residence located at [Your Address]. The lock has recently become inoperative, posing a security concern for my home.

I would appreciate it if you could arrange for a technician to assess and fix the window lock at your earliest convenience. Please let me know a suitable time for the visit, or if you require any further information from my side.

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

Sincerely,

[Your Name]