

Maintenance Request for Window Lock

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

Address: [Landlord/Property Manager's Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request maintenance for the window lock in my rental unit located at [Your Address]. The window lock is currently not functioning properly, which poses a security concern.

Details of the Issue:

- Type of Window: [e.g., sliding, casement]
- Specific Issue: [e.g., lock is broken, difficult to engage]

I would appreciate it if you could address this issue at your earliest convenience. Please let me know if you need any further information or if you would like to schedule a time for a maintenance visit.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]