

Notice of Window Lock Malfunction

Date: [Insert Date]

To: [Landlord/Property Manager Name]

Address: [Landlord/Property Manager Address]

Dear [Landlord/Property Manager Name],

I hope this message finds you well. I am writing to inform you of a malfunction with the window lock in my apartment, unit [Your Apartment Number]. The lock appears to be broken and is preventing me from securing the window properly.

This malfunction poses a safety and security concern, and I would appreciate it if you could arrange for a maintenance check at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Apartment Number]

[Your Contact Information]