

Notification of Window Lock Issue

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter is to inform you of an issue regarding the window lock within your unit, [Unit Number]. We have received a report indicating that the window lock is malfunctioning. Ensuring the security and comfort of your home is our priority.

We would like to schedule a maintenance visit to assess and repair the window lock at your earliest convenience. Please let us know your availability for the following dates:

- [Date Option 1]
- [Date Option 2]
- [Date Option 3]

Thank you for your attention to this matter. Please reach out to us at [Property Management Phone Number] or [Property Management Email] if you have any questions or need further assistance.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company]

[Contact Information]