

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[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 formally request an urgent repair of the window lock in my rental unit located at [Your Rental Address].

Unfortunately, the window lock has been malfunctioning, which poses a security risk to my home. I would greatly appreciate it if you could prioritize this repair at your earliest convenience.

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

Sincerely,

[Your Name]