

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 maintenance for the carpets in my unit, located at [Your Rental Address].

Since moving in on [Move-in Date], I have noticed that the carpets have developed [describe specific issues, e.g., stains, odors, wear]. I believe that these issues need to be addressed to maintain the overall quality of the rental property.

I kindly ask that you arrange for professional cleaning or repairs at your earliest convenience. Please let me know if you need any further information or if there are forms I need to fill out.

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

Sincerely,

[Your Name]