

Repair Request Letter

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 repairs for [describe the specific issue, e.g., "a leaking faucet in the kitchen"] that I have noticed in my apartment [your apartment number or address].

The problem has been persisting since [insert date], and it has become increasingly disruptive. I kindly ask that you address this issue at your earliest convenience.

Please let me know how you wish to proceed. I can be reached at [your phone number] or [your email]. Thank you for your attention to this matter.

Sincerely,

[Your Name]