

Maintenance Repair Request

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to request maintenance repairs in my apartment ([Your Apartment Number or Address]) that require your immediate attention.

Details of the issue:

- [Describe the first issue, e.g., "The heating system is not functioning properly."]
- [Describe the second issue, e.g., "There is a water leak under the kitchen sink."]
- [Add any additional issues as necessary.]

These issues are affecting my living conditions. I kindly request that you arrange for repairs at your earliest convenience. Please let me know if you need any further details or if you would like to schedule a time to assess the situation.

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

Sincerely,

[Your Name]

[Your Contact Information]