

Request for Urgent Window Replacement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an urgent replacement of the windows in my property located at [Your Property Address]. Recently, I have noticed serious safety issues with the current windows, including [briefly describe the issues, e.g., cracks, inability to close securely, etc.], which pose a significant risk to my home and safety.

Given the potential hazards associated with these issues, I kindly ask that this matter be addressed at the earliest opportunity. I appreciate your prompt attention to this urgent request.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]