

Request for Urgent Repairs

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 urgent repairs in my rental unit located at [Your Address].

On [insert date of occurrence], I noticed the following issues that require immediate attention:

- [Description of the first urgent repair needed]
- [Description of the second urgent repair needed]
- [Additional repairs if necessary]

These issues have created significant discomfort and pose safety risks. I kindly ask that you address them as soon as possible. Please let me know when a maintenance team can be expected to assess the situation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]