

Request for Timely Response to Maintenance Issues

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally address some maintenance issues that have been affecting my living conditions at [Your Address]. It is my understanding that prompt responses and resolutions to such issues are essential to maintaining a safe and comfortable living environment.

On [insert date of first issue], I reported the following issue(s):

- [Description of Issue 1]
- [Description of Issue 2]
- [Description of Issue 3]

As of today, [insert current date], I have yet to receive a response or any action regarding these matters. I kindly request that you address these issues promptly to prevent further inconvenience and potential damage.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]