

Maintenance Request Letter

Date: [Insert Date]

[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 maintenance for the following issue in my rental unit located at [Your Address]:

- [Description of the problem, e.g., "There is a leaky faucet in the kitchen."]
- [Additional details, e.g., "The leak has become progressively worse over the past week."]

I would appreciate it if you could arrange for a maintenance visit at your earliest convenience. I am available for a visit on [insert your availability]. Please let me know how you would like to proceed.

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

Sincerely,

[Your Name]

[Your Contact Information]