

# Appliance Malfunction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Landlord/Property Manager's Name]

[Landlord/Property Manager's Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to inform you of a malfunction with an appliance in my rental unit, [Your Apartment/Unit Number]. The appliance in question is [Specify Appliance, e.g., refrigerator, oven, etc.], and it has [briefly describe the issue, e.g., stopped working, making unusual noises, etc.].

This issue has made it difficult for me to [explain how it affects your living situation], and I kindly request that it be addressed at your earliest convenience.

Please let me know how you would like to proceed with this matter. I appreciate your prompt attention to this issue.

Thank you for your understanding.

Sincerely,

[Your Name]