

Exterior Maintenance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To: [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 exterior of the rental property located at [Rental Address].

It has come to my attention that the following issues require your attention:

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

These issues are affecting the quality of living and safety at the property. I would appreciate it if you could arrange for the necessary maintenance at your earliest convenience.

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

Sincerely,

[Your Name]