

Request for Heating/Cooling System Maintenance

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

[Landlord/Property Manager's Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request maintenance for the heating/cooling system in my rental unit located at [Your Address].

Recently, I have noticed that the system is [describe the issue briefly, e.g., "not heating properly" or "making unusual noises"]. This has caused discomfort, especially during [mention any relevant dates or seasons, e.g., "the recent cold snap"].

I kindly ask that you arrange for inspection and necessary repairs at your earliest convenience. Please let me know if you need access to the unit or if there are any forms you would need me to complete.

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

Sincerely,

[Your Name]

[Your Contact Information]