

# Repair Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 repairs for my leased apartment located at [Apartment Address].

The following issues need attention:

- [Description of the issue, e.g., leaking faucet in the kitchen]
- [Description of the issue, e.g., broken window in the living room]
- [Description of the issue, e.g., heating system not functioning]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]