

Routine Maintenance Request

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to request routine maintenance for my rental residence located at [Your Address].

Specific issues that need attention include:

- [Issue 1: e.g., Leaky faucet in the kitchen]
- [Issue 2: e.g., Broken window in the living room]
- [Issue 3: e.g., HVAC system maintenance]

I would appreciate it if you could arrange for a maintenance visit at your earliest convenience. Please let me know a suitable time for the repairs.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]