

Appliance Repair Request

Date: [Insert Date]

To: [Landlord/Property Manager Name]

[Property Management Company Name]

[Property Address]

Dear [Landlord/Property Manager Name],

I hope this message finds you well. I am writing to request a repair for the following appliance located in my rental unit at [Your Address]:

- Appliance: [Type of Appliance, e.g., Refrigerator, Dishwasher]
- Brand/Model: [Brand and Model Number]
- Issue: [Brief Description of the Problem]

The appliance has been malfunctioning since [Insert Date of First Occurrence] and is causing [describe any impact on living conditions, if applicable]. I would appreciate it if you could arrange for a repair at your earliest convenience.

Please feel free to contact me at [Your Phone Number] or [Your Email] to discuss this matter further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]