

Maintenance Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 inquire about the maintenance issues at my rental property located at [Property Address].

Specifically, I have noticed the following issues that require attention:

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

I would appreciate it if you could provide guidance on how to proceed with addressing these concerns. Thank you for your attention to this matter.

Best regards,

[Your Name]