

Repair Request Letter

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 repairs needed in my rental unit located at [Your Address]. The following issues require immediate attention:

1. **Issue 1:** [Describe the issue, e.g., "Leaking faucet in the kitchen."]
2. **Issue 2:** [Describe the issue, e.g., "Heating system not functioning."]
3. **Issue 3:** [Describe the issue, e.g., "Broken window in the living room."]

I have noticed these issues since [Insert Date You Noticed the Issues], and they have gradually worsened. I would greatly appreciate it if you could arrange for a repair service at your earliest convenience. Please let me know when a maintenance person is expected so I can be available for their visit.

Thank you for your attention to these matters. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]