

Request for Repair

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 needed in my rental unit located at [Your Rental Address].

Details of the repair needed:

- Type of Repair: [Describe the repair]
- Date of Initial Issue: [Date]
- Additional Notes: [Any other relevant information]

Please let me know how you would like to proceed regarding this matter. I appreciate your attention to this request and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]