

# Maintenance Request Letter

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, ZIP Code: [City, State, ZIP Code]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

Landlord's Name: [Landlord's Name]

Landlord's Address: [Landlord's Address]

City, State, ZIP Code: [City, State, ZIP Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request maintenance for my rental unit located at [Your Address]. The issue that needs attention is as follows:

[Describe the maintenance issue in detail, including when it started and how it is affecting your living conditions.]

Based on the severity of the situation, I would appreciate it if you could arrange for repairs at your earliest convenience. Please let me know when I can expect someone to address this issue.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]