

Notice of Repair Request

Date: [Insert Date]

From: [Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

To: [Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally request repairs for the following issues in my rental unit located at [Rental Address]:

- [Describe the first issue, e.g., leaking sink]
- [Describe the second issue, e.g., broken window]
- [Describe any additional issues]

These issues have been affecting my living conditions, and I would appreciate your prompt attention to this matter.

Please let me know when a repair technician can be sent to address these issues. Thank you for your attention to this matter.

Sincerely,

[Tenant's Name]
[Tenant's Contact Information]