

Tenant's Request for Urgent Repairs

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [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 formally request urgent repairs to my rental unit located at [Your Address]. I have encountered the following issues that require immediate attention:

- [Description of issue 1]
- [Description of issue 2]
- [Description of issue 3]

These issues pose a significant inconvenience and may lead to further damage if not addressed promptly. I kindly ask that you arrange for repairs as soon as possible.

Please let me know when a maintenance professional will be available to assess and resolve these issues. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]