

Tenant Maintenance Request

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 bring to your attention some maintenance issues that have arisen in my unit ([Your Apartment Number]) that are affecting the overall cleanliness and environment of the property.

Specifically, I would like to address the following concerns:

- [Issue 1: Description, e.g., "Leak under the kitchen sink"]
- [Issue 2: Description, e.g., "Accumulation of debris in the common areas"]
- [Issue 3: Description, e.g., "Unclogging of bathroom drain"]

Maintaining a clean and healthy living environment is important not only for my well-being but also for other tenants. I would appreciate your prompt attention to these matters to ensure that our community remains a pleasant place to live.

Please let me know when you can send someone to address these issues. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]