

Replacement Request for Non-Functioning Air Conditioner

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company/Building Management Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the replacement of the air conditioner in my unit located at [Your Apartment/Unit Number]. The air conditioner has not been functioning properly since [Insert Date of Issue], and despite attempts to resolve the issue, it has become clear that it requires replacement.

The unit has not been able to maintain a comfortable temperature, and this has caused significant discomfort. Given the circumstances, I kindly ask for a prompt replacement of the air conditioner.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]