

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 request a meeting to discuss some landlord-tenant issues that have arisen in our rental agreement for [your rental address].

I believe that a meeting would provide an opportunity for us to address these matters and find a mutual resolution. I am available for a meeting on [insert dates and times you are available], but I am open to other times that may work for you.

Thank you for your consideration. I look forward to your response.

Sincerely,
[Your Name]