

Maintenance Request

Date: [Insert Date]

To: [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 maintenance for my apartment located at [Your Apartment Address]. I have encountered the following issue:

- [Describe the issue, e.g., "Leaking faucet in the kitchen."]
- [Add any other issues if necessary.]

This issue has been persistent since [mention how long the problem has been occurring] and is affecting my comfort and daily activities.

I would appreciate it if you could arrange for a maintenance visit at your earliest convenience. Please let me know if you require any further information from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]