

Repair Request Prioritization

Date: [Insert Date]

To: [Landlord's Name]

From: [Tenant's Name]

Subject: Prioritization of Repair Requests

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request repairs for issues that need attention in my unit [Unit Number/Address]. Below is a list of repair requests, prioritized by urgency:

1. **Emergency:** No heat during cold weather (specific dates)
2. **High Priority:** Leak in bathroom plumbing (specific dates)
3. **Medium Priority:** Broken window lock (specific dates)
4. **Low Priority:** Worn-out carpet in living room (specific dates)

Please let me know how you would like to proceed with these requests. I appreciate your attention to these matters and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Tenant's Name]

[Tenant's Phone Number]

[Tenant's Email Address]