

# Repair Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 inform you of some repair issues that have arisen in my rental unit located at [Your Rental Address].

The problems I have encountered include:

- [Description of Problem 1]
- [Description of Problem 2]
- [Description of Problem 3]

I kindly request that these issues be addressed at your earliest convenience to ensure the continued comfort and safety of my living environment. Please let me know how you would like to proceed.

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

Sincerely,

[Your Name]