

# Tenant Notification Regarding Maintenance Issues

Date: [Insert Date]

To: [Landlord/Property Manager Name]

Address: [Landlord/Property Manager Address]

Dear [Landlord/Property Manager Name],

I hope this message finds you well. I am writing to formally notify you of several maintenance issues that have arisen in my apartment located at [Your Address].

- Issue 1: [Brief description of the issue, e.g., "Leaky faucet in the kitchen"]
- Issue 2: [Brief description of the issue, e.g., "Heating system not functioning properly"]
- Issue 3: [Brief description of the issue, e.g., "Broken window lock in the living room"]

These issues have become quite inconvenient and I kindly request that they be addressed at your earliest convenience. If possible, please let me know a suitable time for a maintenance technician to come and inspect the problems. I appreciate your prompt attention to these matters.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Apartment Number]

[Your Contact Information]