

# Urgent Repair Request

**Date:** [Insert Date]

**Landlord's Name:** [Insert Landlord's Name]

**Property Address:** [Insert Property Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request urgent repair attention for an issue that has arisen in my apartment located at [Insert Property Address].

On [Insert Date of Incident], I discovered [describe the issue clearly and concisely, e.g., "a severe leak under the kitchen sink" or "a broken heating system"]. This problem has caused [briefly explain any consequences, e.g., "water damage to my belongings" or "extreme discomfort due to lack of heating"].

Given the nature of this issue, I kindly ask that you arrange for a repair as soon as possible. Please let me know when a maintenance professional can come to assess the problem.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Apartment Number, if applicable]