

# Appliance Repair Request

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Address: [Insert Tenant Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request a repair for an appliance in my unit. The appliance in question is [specify appliance, e.g., refrigerator, washing machine, etc.], and it is currently experiencing the following issues: [describe issues in detail].

For your reference, the appliance is located in [specify location, e.g., kitchen, laundry room, etc.]. I have attempted the following troubleshooting steps: [list any steps taken to resolve the issue]. Unfortunately, these efforts have not resolved the problem.

I would appreciate it if you could arrange for a repair technician to address the issue at your earliest convenience. Please let me know when I can expect someone to come out for the repair.

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

Sincerely,

[Your Name]

[Your Contact Information]