

Appliance Replacement Request

Date: [Insert Date]

[Landlord/Property Manager's Name]

[Property Management Company Name]

[Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request the replacement of [specific appliance, e.g., refrigerator, washer, etc.] in my apartment/unit [Your Apartment Number or Address]. The appliance has been malfunctioning and is unable to function properly, as it [briefly explain the problem, e.g., does not cool, makes unusual noises, etc.].

According to the lease agreement and maintenance policy, I believe that this appliance falls under the category for replacement due to its condition. I kindly ask that you arrange for a replacement at your earliest convenience to ensure my continued comfort and satisfaction in the unit.

Please let me know if you need any further information or if you would like to schedule a time to discuss this request. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]