

# Urgent Appliance Malfunction Report

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

Address: [Landlord/Property Manager's Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to inform you of a malfunction with an appliance in my unit ([Your Apartment Number/Address]) that requires immediate attention.

Details of the malfunction:

- Appliance: [Specify Appliance, e.g., Refrigerator, Washer]
- Description of the issue: [Briefly describe the problem, e.g., "The refrigerator is not cooling properly."]
- Date of occurrence: [Insert Date]
- Attempts to resolve: [Any actions taken, if applicable]

As this appliance is essential for my daily needs, I would greatly appreciate it if you could arrange for repairs as soon as possible.

Thank you for your prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email] for any further information.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]