

# Carpet Replacement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Landlord/Property Manager's Name]

[Property Management Company Name]

[Company 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 the carpet in my unit, [Your Apartment/Unit Number], located at [Property Address].

Upon inspection, I have noticed that the carpet has sustained significant wear and tear, including [describe specific issues such as stains, tears, odors, etc.]. These conditions have affected both the appearance and comfort of my living space.

According to the lease agreement, I believe it is the responsibility of the management to maintain the flooring of the property in good condition. Therefore, I kindly ask that you arrange for a replacement at your earliest convenience.

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

Sincerely,

[Your Name]