

Repair Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a rapid resolution to a repair issue that has arisen at my residence/apartment located at [insert property address].

The issue involves [describe the specific repair issue briefly], and it has been causing [explain the impact, e.g., discomfort, safety hazards, etc.].

Sincerely,

[Your Name]