

Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally inquire about the ongoing issues related to the essential services in my apartment located at [Your Apartment Address]. As you are aware, there have been [describe the specific issues, e.g., lack of heating, no hot water, etc.] that have not yet been resolved.

These issues have been affecting my comfort and well-being in the residence, and I would appreciate your prompt attention to this matter. Please let me know when I can expect these essential services to be restored, or if there are any steps I need to take to expedite the process.

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

Sincerely,

[Your Name]