

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

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 request repairs to my rental unit located at [Your Address] due to issues that have arisen as a result of negligence that I believe has not been addressed in a timely manner.

Specifically, I am experiencing [describe the issues, e.g., leaking pipes, broken heating system, etc.], which has resulted in [explain the impact, e.g., damage to property, discomfort, etc.]. Despite previous communications regarding this matter, it remains unresolved.

As per our rental agreement and state law, I believe it is your responsibility to ensure that necessary repairs are conducted to maintain a safe and habitable living environment. I kindly request that you arrange for these repairs to be made within [reasonable time frame, e.g., 10 days] to avoid further deterioration of the property.

Please let me know how you would like to proceed. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,  
[Your Name]