

Room Repair Request

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 formally request repairs for my room located at [Your Address or Room Number].

Below are the details of the issues that need attention:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

I would appreciate it if you could arrange for the necessary repairs at your earliest convenience. Please let me know if you need any further information or if you would like to schedule a time to inspect the issues.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]