

Date: [Insert Date]

To: [Landlord/Property Manager Name]

From: [Tenant Name]

Address: [Property Address and Unit Number]

Subject: Prioritization of Outstanding Minor Repairs and Maintenance

Dear [Landlord/Property Manager Name],

I am writing to follow up on several minor maintenance items that require attention within my rental unit. To assist in scheduling and efficiency, I have listed these items below in order of priority.

**Priority 1: High (Requested completion within [Number] days)**

- [Description of repair, e.g., Leaking kitchen faucet]
- [Description of repair, e.g., Non-functional electrical outlet in bedroom]

**Priority 2: Medium (Requested completion within [Number] days)**

- [Description of repair, e.g., Loose cabinet hinge in bathroom]
- [Description of repair, e.g., Window screen requiring replacement]

**Priority 3: Low (General maintenance)**

- [Description of repair, e.g., Squeaky bedroom door]

Please let me know when a maintenance technician is available to address these issues. I can be reached at [Phone Number] or [Email Address] to coordinate access to the property.

Thank you for your prompt attention to these matters.

Sincerely,

[Your Signature]

[Your Printed Name]