

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Landlord or Property Manager Name]
[Management Company Name]
[Address]
[City, State, Zip Code]

RE: Request for Kitchen Appliances and Built-In Fixtures - [Property Address/Unit Number]

Dear [Landlord or Property Manager Name],

I am writing to formally request the repair or replacement of the following kitchen appliances and built-in fixtures in my rental unit:

- **[Appliance/Fixture Name, e.g., Refrigerator]:** [Briefly describe the issue, e.g., not cooling properly or leaking].
- **[Appliance/Fixture Name, e.g., Dishwasher]:** [Briefly describe the issue, e.g., broken rack or water drainage problem].
- **[Appliance/Fixture Name, e.g., Kitchen Faucet]:** [Briefly describe the issue, e.g., constant dripping or low pressure].

These items are essential for the daily use of the kitchen and my overall enjoyment of the property. I would appreciate it if you could arrange for a technician to inspect these items or provide replacements at your earliest convenience.

Please let me know a suitable time for maintenance to enter the premises, or if you need any further information or photos regarding these issues.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]