

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Electrical and Plumbing Repair Notice - [Property Address]

Dear [Recipient Name],

Following the inspection conducted on [Date] at the property mentioned above, several electrical and plumbing issues were identified that require immediate attention. This letter serves as a formal request to complete the repairs listed below.

Electrical Repairs Needed:

- [Description of electrical issue, e.g., Replace faulty GFCI outlet in kitchen]
- [Description of electrical issue, e.g., Repair exposed wiring in the garage]
- [Description of electrical issue, e.g., Update circuit breaker labeling]

Plumbing Repairs Needed:

- [Description of plumbing issue, e.g., Fix leak under bathroom vanity]
- [Description of plumbing issue, e.g., Replace corroded main shut-off valve]
- [Description of plumbing issue, e.g., Unclog slow-draining shower pipe]

Please ensure that all work is performed by licensed professionals and complies with local building codes. We request that these repairs be completed by [Deadline Date]. Once the work is finished, please provide copies of the invoices or certificates of completion for our records.

Thank you for your prompt attention to these matters. Please contact me at [Your Phone Number] if you have any questions.

Sincerely,

[Your Signature]
[Your Printed Name]