

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Landlord or Property Manager Name]  
[Landlord Address]

**RE: NOTICE TO REPAIR - [Your Property Address]**

Dear [Landlord Name],

I am writing to formally notify you of specific repairs that are required at the property mentioned above. Under the terms of our lease agreement and local housing laws, it is the landlord's obligation to maintain the premises in a safe and habitable condition.

The following issues require your immediate attention:

- [Describe Repair Issue 1 - e.g., Leaking pipe in kitchen]
- [Describe Repair Issue 2 - e.g., Broken window in bedroom]
- [Describe Repair Issue 3 - e.g., Malfunctioning HVAC system]

These issues were first observed on [Date issues started]. [Optional: Mention any previous verbal or written attempts to contact].

Please contact me by [Date - e.g., 48 hours from now] to schedule a time for these repairs to be completed. I request that these repairs be finished no later than [Target Completion Date].

I look forward to your prompt response and resolution of these matters to ensure the property remains in good repair.

Sincerely,

[Your Signature]  
[Your Printed Name]