

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

[Date]

[Landlord or Property Manager Name]  
[Landlord's Address]

**RE: REQUEST FOR MAINTENANCE AND REPAIR**

Dear [Landlord Name],

I am writing to formally request repairs for the following issue(s) in my rental unit located at [Your Address]:

**Description of Problem:**

[Describe the problem in detail here. For example: The kitchen sink is leaking, the heater is not working, or there is a crack in the window.]

**Date Problem Was Noticed:**

[Insert Date]

**Urgency:**

[State if it is an emergency or a routine repair request.]

I would appreciate it if you could contact me to schedule a time for a maintenance technician to visit the property. I can be reached at [Your Phone Number] to coordinate entry. I am generally available during the following times: [Insert available days/times].

Please let me know when I can expect these repairs to be completed. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]