

Subject: Request for [Maintenance/Repair/Concern] in Apartment [Apartment Number]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to bring to your attention an issue regarding [briefly describe the issue, e.g., plumbing, heating, etc.] in my apartment [Apartment Number] located at [Property Address].

[Provide a brief description of the issue, including when it started and any steps you have taken to address it.]

I would appreciate it if you could arrange for a [maintenance/repair] at your earliest convenience. Please let me know a suitable time for a visit or if there are any further details you require from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]

[Date]