

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

[Landlord's Name]
[Landlord's Address]
[City, State, ZIP Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you regarding [specific issue or request, e.g., "the need for repairs in the apartment", "my intent to terminate the lease", etc.].

[Provide details about the issue or request, including dates, specific problems, or pertinent information. Be clear and concise.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]