

[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 bring to your attention some repairs that are needed in my apartment/unit [Your Apartment/Unit Number] located at [Property Address].

[List the specific repairs needed, e.g., leaking faucet, broken window, heating issues, etc.]

I would greatly appreciate it if you could arrange for these repairs to be addressed at your earliest convenience. Please let me know if you need any further information or if you would like to schedule a time for a maintenance visit.

Thank you for your attention to this matter.

Sincerely,
[Your Name]