

[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 urgent repairs needed in my apartment (Unit #[Your Unit Number]) at [Property Address].

[Describe the specific issues in detail, e.g., leaking pipes, electrical issues, heating problems, etc.]

These repairs are critical as they [explain the potential impact or any safety concerns]. I would greatly appreciate it if you could address these issues as soon as possible.

Please let me know when a maintenance team can come to assess and resolve these problems. Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]