

[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 request maintenance services for my apartment located at [Your Address].

I have noticed the following issues that need attention:

1. [Describe the first issue, e.g., leaky faucet]
2. [Describe the second issue, e.g., broken heater]
3. [Any additional issues, if necessary]

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

Thank you for your prompt attention to these matters.

Sincerely,
[Your Name]