

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Property Manager's Name]  
[Property Management Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to formally request maintenance for my rental unit located at [Your Address].

The issue I am experiencing is as follows:

[Briefly describe the maintenance issue, e.g., "There is a leak under the kitchen sink," or "The heating system is not functioning properly."]

This issue has persisted since [mention when the issue started], and it has begun to affect my comfort and the overall condition of the property.

I kindly ask that this request be addressed at your earliest convenience.

If you need to schedule a time to come by and assess the situation, please let me know what times would work best for you.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]