

[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],

Subject: Maintenance Request for [Property Address]

I hope this message finds you well. I am writing to formally request maintenance for an issue that has arisen in my apartment/unit at

[Property Address].

Description of the Issue:

[Briefly describe the maintenance issue, e.g., "There is a leaky faucet in the kitchen" or "The heating system is not functioning properly."]

Urgency:

[Specify the level of urgency, e.g., "This issue needs urgent attention as it affects my living conditions" or "While this is not urgent, I would appreciate it being addressed at your earliest convenience."]

Preferred Time for Inspection:

[Optional: Provide a few time slots for the landlord or maintenance personnel to visit, e.g., "I am available for a visit on weekdays after 5 PM or during the weekend."]

Please let me know how you'd like to proceed. I appreciate your attention to this matter and look forward to your prompt response.

Thank you very much.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]