

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

Dear [Landlord's Name],

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

Recently, I have noticed the following issues that require attention:

1. [Describe the first issue, e.g., leaky faucet in the kitchen]
2. [Describe the second issue, e.g., broken heating system]
3. [Describe any additional issues]

I understand that maintaining the property is essential for ensuring a safe and comfortable living environment. I kindly ask that these repairs be addressed at your earliest convenience.

Please let me know when I can expect a maintenance visit or if you require any further information from my side.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]