

[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 inform you of an issue with the HVAC system in my apartment [Your Apartment Number or Address].

Recently, I have noticed that [describe the specific issue, e.g., the system is not cooling/heating properly, unusual noises, etc.]. This has caused [explain the impact, e.g., discomfort, increased energy bills, etc.].

I would appreciate it if you could arrange for a professional inspection and repair of the HVAC system at your earliest convenience. Please let me know if you require any further information or if there is a specific contractor you would like to use.

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

Sincerely,  
[Your Name]