

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Subject: Maintenance Request

Dear [Landlord's Name],

I hope this message finds you well. I am writing to request maintenance for [specific issue or problem] that has arisen in my unit [your apartment number or address].

The details of the issue are as follows:

- [Brief description of the problem]
- [How long it has been occurring]
- [Any attempts you have made to resolve the issue, if applicable]

I would appreciate it if you could arrange for a maintenance visit at your earliest convenience to address this matter. Please let me know if you require any further information or if there is a specific time that works best for the maintenance appointment.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]