

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

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

Subject: Request for Maintenance

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request maintenance for [describe the issue, e.g., a leaky faucet, broken heating system, etc.] in my unit [Your Apartment Number/Address].

The issue was first noticed on [date you first noticed the issue], and it has [explain any consequences, e.g., worsened over time, affected my living conditions, etc.]. I would appreciate it if you could arrange for a maintenance visit at your earliest convenience to address this problem. Please let me know when a technician can be expected, or if you need any further information from my side.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Apartment Number]