

[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 formally request [specific request, e.g., "the repair of the heating system in my apartment"] at [your apartment address].

[Include any necessary details regarding the issue, such as when it began, any steps you've taken to resolve it, and any relevant timeframe for the request.]

I appreciate your prompt attention to this matter and look forward to your response. Please let me know if you need any further information. Thank you for your understanding.

Sincerely,  
[Your Name]