

[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 a maintenance issue that requires attention in my apartment/unit [Your Apartment/Unit Number].

The specific issue is as follows:

- [Brief description of the problem, e.g., "The heating system is not functioning properly."]
- [Additional details, e.g., "I have noticed this issue since [date] and it has been getting progressively worse."]

I kindly request that this matter be addressed at your earliest convenience. Please let me know when a maintenance technician might be able to come by to assess and resolve the issue.

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

Sincerely,
[Your Name]