

Formal Letter to Landlord Repairs

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Last Name],

I am writing to bring to your attention some necessary repairs needed in my rental unit located at [address of the rental property]. As a tenant, I have noticed several issues that require immediate attention to maintain a safe and comfortable living environment.

The specific repairs needed are as follows:

- [List each repair issue, such as "Leaking faucet in the kitchen," "Heating system not functioning," "Broken window in the bedroom," etc.]
- [Provide any additional details about each issue, including how long it has been a problem and any attempts you have made to resolve it.]

I would appreciate it if these repairs could be addressed at your earliest convenience. I am hopeful that with prompt attention, these issues can be resolved, ensuring the continued upkeep of the property.

Please let me know when I might expect these repairs to be carried out, or if there is any additional information you need from me. You can reach me at [your phone number] or via email at [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

