

Sample Request Letter for Repair and Maintenance

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Re: Repair Request for [Apartment/House/Office Number]

Dear [Mr./ Mrs./Ms. Last Name],

I have been renting [apartment/house/office number] for [amount of time] for [year]. According to my lease agreement, you are solely responsible for any repairs or maintenance needs on the property. I am presently having difficulties with my [mention issues that need repair].

As we discussed yesterday, I need this problem rectified as soon as possible. For your reference, I have included an estimate from a [plumbing/electricity/ etc.] company for the required repairs.

I would appreciate a resolution to this issue before [date] so that I can plan my schedule. If you have questions, you can reach me at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Apartment/House/Office Number]