

Maintenance Request Letter

Tenant Name
Tenant Address
Date

Landlord Name
Landlord Address

Dear *(Landlord Name)*,

This letter is in regard to needed repairs or maintenance at the rental unit located at *(address of the unit in need of maintenance)*.

Please provide the specified maintenance as described below:

(Include what exactly you would like the landlord to repair and an anticipated date of having things repaired.)

I anticipate your prompt response to this matter. Please contact me as to when the requested maintenance will be performed.

Thank you for your assistance.

Sincerely,

Tenant Name