

Landlord's Name: _____

Landlord's Address: _____

Tenant's Name: _____

Tenant's Address: _____

_____ / _____

Dear _____,

I am writing to you about the maintenance and repair problems in my apartment. These are the things that need to be fixed:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Please let me know when these repairs will be done. I hope that action will be taken within the next 2 weeks.

Please contact me if there are any questions or concerns.

Sincerely,
