

Student Web Resources - Printable
Please Make the Following Repairs

TO: Landlord

FROM: Tenant

RE: Rental Unit Repairs

DATE:

Dear (landlord):

I have been living at (apartment address) since (date of moving in), and there are a few problems which require attention. They are as follows:

- 1) (necessary repair)
- 2) (necessary repair)
- 3) (necessary repair)
- 4) (necessary repair)

I trust you will work to correct these defects quickly. Thank you.

Sincerely

(your name)