

Date: \_\_\_\_\_

Certified Mail Return Receipt Requested

# \_\_\_\_\_

\_\_\_\_\_  
(Landlord)

\_\_\_\_\_  
(Landlord Address)

\_\_\_\_\_  
(Landlord City, State, Zip)

Re: Request for Repairs

Greetings:

I am experiencing the following problems in my home: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I request that these problems be repaired or remedied as soon as possible. Please provide a written explanation to me if there will be any delay in fixing these problems. If you or your agent require access to my home in order to inspect and fix these problems, please provide me advanced notice of your proposed entry. Thanks for your prompt attention.

\_\_\_\_\_  
(Your Signature)

\_\_\_\_\_  
(Your Printed Name)

\_\_\_\_\_  
(Your Address)

\_\_\_\_\_  
(Your City, State, Zip)

\_\_\_\_\_  
(Your Phone Number)