

Notice of Needed Repairs

To: _____ *[name of landlord or manager]*

At: _____
_____ *[address]*

From: _____ *[tenant]*

At: _____
_____ *[address]*

I am writing to inform you of the following problem(s) in my rental unit:

_____.

I would very much appreciate it if you would promptly look into the problem(s). Please call me so that I'll know when to expect you or a repair person. You can reach me as follows:

Work (daytime): _____

Home (evenings): _____

Thank you very much for your attention to this problem.

Signature

Date