May 15, 2019

**Via Electronic Mail (email@email.com)**

**Via USPS Certified Mail**

Landlord’s First and Last Name

Street Address or PO Box

City, State & ZIP

**Re:** ***Repairs Requested***

Dear Mr./Ms. Landlord’s Last Name:

As you know, I recently moved into the rental property at [enter address of new rental unit] and am loving it! However, I recently noticed a few items in need of attention/repair—namely

1. Describe first item requiring repair.
2. Describe second item requiring repair.
3. Describe third item requiring a repair.
4. Describe fourth item requiring a repair.
5. Describe fifth item requiring a repair.

If possible, I would greatly appreciate it these items could be fixed/repaired by [Enter Date]. I am available to facilitate and assist however I can. If you and/or someone on your behalf need to enter the rental unit, please let me know at least twenty-four hours in advance so I can make arrangements to be around. If you need to reach me, you can call me at (123) 456-7890 or email me at youremailaddress@youremail.com. Thanks in advance.

Warm regards,

Your First and Last Name