

DATE:
CERTIFIED MAIL NO.: _____

From: [Tenant's/Renter's Name and Current Address]

To: [Landlord's Name and Address]

Repair Request for: _____
(Address of Property)

Dear _____ :
(Landlord's Name)

I am writing to let you know that necessary repairs are needed for the property I am renting from you. These items need repair because of ordinary wear and tear or other circumstances out of my control:

[LIST ITEMS TO BE REPAIRED]

Please let me know when the repair person will be at the rental property so that I can be there.
My telephone number is: _____,
(Phone Number(s) Where Landlord Can Reach Tenant/Renter)

Thank you for your prompt attention to this matter.

Sincerely,

Tenant's Signature
Print Name: