

Your Name
Your Address

Date

Landlord's Name
Landlord's Address

Dear {Enter Landlord's Name}:

This letter is to confirm our {telephone} conversation on {date} in which I informed you that the following repairs are needed in my apartment/house (*choose one*) located at {address}.

The specific problem(s) that must be repaired are:

Make a list: (*Examples are listed below*)

No hot water

Plumbing problem (*be specific*)

No heat

Ceiling cracking etc.

You promised the repairs would be completed by {enter date agreed}. Thank you for your cooperation in this matter.

Sincerely,

Your Signature

Print Your Name