

Your Name  
Your Address

Date

Landlord's Name  
Landlord's Address

Dear {Enter Landlord's Name}:

I am writing to you regarding repairs that are needed to the apartment/house (*choose one*) located at {enter address} that I am renting from you.

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.

I believe that these defects are a breach of our lease agreement and a violation of the Implied Warranty of Habitability.

I would appreciate it if you would make these repairs as soon as possible. If these conditions are not corrected within a reasonable period of time, I intend to exercise my legal right to reduce the rent, make the repairs myself and deduct the expense from the rent, or withhold my rental payment(s), etc. (*pick one*).

I would appreciate your prompt attention to this matter.

Sincerely,

Your Signature

Print Your Name