

APPENDIX E: SAMPLE LETTER FOR REQUEST FOR REPAIRS

If you need something repaired in your apartment or rented house, contact your landlord by telephone. It is best to get the landlord to agree to a date by which he or she will have the repairs made. You should follow up your phone call with a letter. Save a copy of the letter.

[Tenant address]
[Date]

[Landlord name]
[Landlord address]

Dear Mr./Ms. [Landlord's last name]:

As reported to you by telephone on [date], I/we request that the following repair(s) be made at [address of apartment/house]:

[List problems and repairs needed. If applicable, note the date by which the landlord said on the phone that repairs would be made.]

I/We appreciate your attention to these repairs as soon as possible. If you need additional information, please call [specify one tenant] at [phone number].

Sincerely,
[Tenant signature]
[Tenant name]