*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 rental unitlocated 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

Your Contact Information