*Date*

*Landlord’s Name  
Landlord’s Address*

Dear *{Enter Landlord’s Name}:*

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

The specific problems that must be repaired are:

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

No hot water

Plumbing problem *(be specific)*

No heat

Ceiling cracking etc.

As you may recall, we discussed these problems on *{enter date of discussion}. (Use this line only if it applies.)*

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

If these conditions are not corrected in *{enter a number of days},* I intend to exercise my legal right to make the necessary repairs and deduct the cost from my rental payment. *(Include any estimates you may have that show the anticipated cost of the repairs.)*

I would appreciate your prompt attention to this matter.

Sincerely,

*Your Signature*

Print Your Name

Your Contact Information