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RE: Maintenance Request

Dear _____,

I am writing to you regarding a necessary repair at the property located at the following address:

_____

I am requesting that the following repair be made to the rental property as soon as possible:

_____

Please make the required repair as soon as possible. Per the lease, I expect that you will give me _____ notice prior to you or a contractor entering the premises to make the required repair.

You can reach me at _____ or _____ if you would like to discuss the issue further.

Best Regards,