

SAMPLE LETTER ASKING FOR REPAIRS

Tony Tenant
123 Main Street, Apt. 56C
Columbus, OH 43214

Larry Landlord
362 Elm Street
Columbus, OH 43218

February 25, 2014

Re: Conditions at my rental unit

Dear Mr. Landlord,

I am writing to request that you take whatever steps necessary to remedy the following conditions problems at my residence:

- 1) My roof leaks when it rains and the water drips into the living room.
- 2) There are bed bugs in my apartment.
- 3) There are exposed electrical outlets in the kitchen.
- 4) There are gaps around the windows that let in cold air in the winter and insects in the summer.

Kindly take whatever steps necessary to remedy these problems within 30 days of the date of this letter.

Thank you for your kind attention to these matters.

Sincerely,

Tony Tenant

Tony Tenant

- ☐ I kept a photocopy of this letter for my records
- ☐ I sent this letter with a certificate of mailing

(tenant's name)

(tenant's address)

(landlord's name)

(landlord's address)

Date: _____

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