
[Date]

[Landlord's Name]

[Landlord's Address]

Re: Failure of heating system – request immediate repair

Dear _____:
[Landlord's Name]

I am your tenant at the following premises:

[Address of premises]

This letter is to provide you with legal notice of the failure of my heating system, which failure ...

The heater does not ...

I request you ...

Though it is not my obligation, I reserve the right ...

I am expressly reserving all rights and ...