

Date:

To whom it may concern:

We are distressed that you have not responded to several requests to make repairs on our apartment.

(Briefly describe nature of the problem and what action you would like the landlord to take.)

Please take care of this in the next 48 hours, or it will be necessary for us to hire a repairperson ourselves and deduct the cost of their services from our next rent check.

Thank you.

Sincerely,