

Form 9: Repair Letter

Your Name

Your Address

Date (very important)

Landlord's Name

Landlord's Address

Dear *Landlord*:

Around _____ (*date*), the pipe under the kitchen sink began to leak. I notified you about this last week, but have not yet heard from you about when you are going to come and fix this problem.

Please let me know as soon as possible when you plan to make this repair so I can rearrange my schedule to be there. My number at home is 617-555-5432. My number at work is 617-555-8856.

Sincerely,

Your Signature