**TENANT MAINTENANCE REQUEST LETTER.**

RE: Maintenance Request.

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_,

I am writing to you regarding a necessary repair located at the following address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I hereby request that the following repair be made to the property \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please organise the same as soon as possible.

Kind Regards

 \_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_