
LETTER REQUESTING MAINTAINENCE OF PROPERTY

Date _____

Dear _____
(Leaser's name)

In accordance with the provisions of the lease deed, I/We invoke the rights listed therein to request that the repairs listed below be made:

(List specific problems and repairs needed)

I/We would appreciate your attention to these repairs as soon as possible. If you need additional information, please call me/us at (telephone number) after (time).

Sincerely,

(Tenant(s) name(s) & signature(s))