

[Your Name]
[Your Address/Unit Number]
[Your Phone Number]
[Your Email]

[Date]

[Landlord or Property Manager Name]
[Management Company Name]
[Address]

Subject: Routine Maintenance Request for [Your Address/Unit Number]

Dear [Landlord or Property Manager Name],

I am writing to formally request routine maintenance for the following issue(s) in my rental unit:

- [Description of issue 1, e.g., Leaking faucet in the kitchen]
- [Description of issue 2, e.g., Slow draining bathtub]
- [Description of issue 3, e.g., Flickering light fixture in the hallway]

These items are not currently emergencies, but they do require attention to prevent further damage or inconvenience. I first noticed these issues on [Date].

Please let me know when a maintenance technician can be scheduled to address these repairs. I can be available at the following times: [Insert available days/times].

[Optional: You have my permission to enter the unit using the master key if I am not home at the time of service.]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]