

Date: [Insert Date]

To: [Tenant Name/Management Name]

From: [Your Name]

Subject: Notification of Out of Order Appliance - [Appliance Name]

Dear [Recipient Name],

This letter is to formally notify you that the following appliance is currently out of order and requires repair or replacement:

- **Appliance:** [e.g., Refrigerator, Washing Machine, Oven]
- **Model/Serial Number (if known):** [Insert Details]
- **Date Issue Started:** [Insert Date]

Description of the problem:

[Provide a brief description of what is wrong, e.g., the cooling system has failed, it will not drain, or it is making a loud grinding noise.]

A sign has been placed on the unit to prevent further use. Please let me know when a technician can be scheduled to inspect and fix the issue.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Phone Number]

[Your Unit/Apartment Number]