

Sample Repairs Letters

First Request Letter (See Page 10)

Jane Doe Tenant
1000 A Street
Missoula, MT 59801

Today's Date

Dear Ms. Smith (LANDLORD),

The right rear burner on the stove stopped working last night. I would appreciate it if you could have it repaired soon. Thanks, and please call me at PHONE NUMBER if you have any questions.

Sincerely,

Jane Doe Renter

Second Letter (when taking the "Repair & Deduct" option)

Jane Doe Tenant
1000 A Street
Missoula, MT 59801

Today's Date

Dear Ms. Smith,

The right rear burner on the stove stopped working last night. I would appreciate it if you could have it repaired soon. If you can't get it fixed by "REASONABLE DATE", I will have it repaired and deduct the cost from next month's rent. Thanks, and please call me at PHONE NUMBER if you have any questions.

Sincerely,