

**SAMPLE LETTER**

**WARRANTY OF HABITABILITY  
Initial Letter – Request for Necessary Repairs**

*Make sure to keep a copy of this letter for your records, and send a follow-up letter if the repairs are not done in a reasonable time. [SEE: sample follow-up letters].*

Date

Full Name (Owner/ Manager)  
Address

Dear (Manager's Name),

This letter is regarding Apartment # \_\_\_\_\_.  
My apartment needs the following repairs immediately.

List of Requested Repairs:

- 1.
- 2.
- 3.

Please respond and make the necessary repairs immediately, or provide me other accommodations.

Sincerely,

(Signature)  
Your Name  
Current Address