

Alex Specimen  
Rental premises: 123 Example Street

June 15, 2026

Sam Sample  
456 Placeholder Avenue, Exampleton

**Re: Request for repairs to my rental unit**

Dear landlord or property manager,

I am writing to ask you to make the repairs listed below at the rental unit at the address above, where I have been a tenant since March 1, 2024.

According to "Breach of Maintenance Obligations, Interpretation Guideline 5" published by Landlord and Tenant Board (<https://tribunalsontario.ca/documents/lrb/Interpretation%20Guidelines/05%20-%20Breach%20of%20Maintenance%20Obligations.html>, page dated December 15, 2018), "A landlord is responsible for providing and maintaining a residential complex, including the rental units in it, in a good state of repair and fit for habitation and for complying with health, safety, housing and maintenance standards".

The repairs needed are:

1. Kitchen: The sink drain leaks into the cabinet below. (first noticed May 20, 2026)
2. Bedroom window: The latch is broken and the window will not lock. (first noticed May 28, 2026)

I raised this before with the building superintendent on June 1, 2026 by phone.

I am asking for the repairs to be completed by July 15, 2026. Please let me know in writing when the work is scheduled. I am available to give access at these times: Weekday evenings after 5 pm, or Saturday mornings.

I am delivering this letter by registered mail. Thank you for your attention to these repairs.

I have kept a copy of this letter.

Sincerely,

Signature of the tenant: \_\_\_\_\_