

Letter to Landlord Requesting Reimbursement for Repairs

This package contains:

1. Instructions & Checklist for Writing a Letter to Your Landlord Requesting Reimbursement for Repairs
2. Letter to Your Landlord Requesting Reimbursement for Repairs

Instructions & Checklist for a Letter to Your Landlord Requesting Reimbursement for Repairs

- This package contains: (1) Instructions & Checklist for a Letter to your Landlord Requesting Reimbursement for Repairs; and (2) Letter to your Landlord Requesting Reimbursement for Repairs.

- This form is designed to assist you in drafting a letter to a your landlord requesting reimbursement for certain repairs you have made to the unit you are occupying.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

August 27, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

As you will recall, during our phone conversation on [Date of Phone Call], you agreed that I should go ahead and get the necessary repairs done on the items in the apartment that I mentioned: [Here list the separate items, i.e. *leaking kitchen faucet, broken ceiling tiles, etc.*] I was able to do some of the work myself, but I did need to call in a plumber for the faucet.

You instructed me to send you the invoices and receipts for the work and you would reimburse me, and I am enclosing receipts for supplies I bought and the plumber's invoice: [Here itemize: i.e., *\$21.95 hardware, etc.*]

Please send me a check for the total amount of [\$ ____]; or, if you prefer, I can deduct this amount from my next rental payment.

I look forward to hearing from you.

Cordially,

[Your Name]

Enclosures