To

[The Recipient Name]

**Subject: Urgent need of repairing toilets at [XYZ]**

Dear Sir,

My name is Johnson, and I am the occupant of your home number 123, located at [place]. I want to remind you about the poor sanitary conditions of your apartment. This is something that requires your immediate attention. Please recall to your mind our previous meeting in which you promised me to fix this issue as soon as possible.

Unfortunately, it was just a verbal commitment, and no solid step has yet been taken in this regard. My dear, being an owner of the property, you are supposed to oversee such matters as plumbing, repairing, and maintenance of toilets. Our lease contract also states that you will be responsible for repairing and maintenance of your property.

I want to inform you through this letter that the toilet flush is not working properly. This problem may either be due to low water levels in the tank or clog formation in the pipe. Secondly, the toilet seat is cracked and about to break. It needs to be repaired immediately. In the same way, slow flushing of the toilet has resulted in clogging due to mineral deposits in the pipe.

Apart from these problems, water leakage is a major issue that needs to be resolved quickly. If you do not repair your toilets immediately, leaking water can cause severe damage to your floors. It will also make your rooms filthy and smelly.

All the above-mentioned conditions can cause risk to my health, and I may fall prey to any disease. The provision of a healthy environment along with proper sanitation is the responsibility of a landlord and therefore, you are required to make swift arrangements for repairing toilets.

It has become impossible for me to live in your apartment in presence of a bad smell coming from the washroom. I am facing difficulty breathing due to such a filthy atmosphere. Kindly resolve this issue on top priority and send a team of maintenance workers within one week.

I shall be very thankful to you for this act of kindness.

[Your Name]  
[Address]