***Important note:***

*Please note that this letter should be personalised depending on your situation, namely the fields highlighted in yellow. Don’t forget to delete our comments in* ***grey*** *and this note.*

Mr/Ms

Your name

Your address

**Registered letter**

Landlord/administration

Address

Place, date

**Reporting defects, apartment** *(insert address)*

Dear Mr/Mrs

Since moving into my new apartment, I have noticed the following defects that were not recorded in the apartment takeover record of DD Month YYYY:

* … *(description of the issue, e.g. problem with the heater)*
* … *(describe the problem, e.g. mould)*
* *…*

I request that you resolve the defects by DD Month YYYY.

I would also like to request that you note the following issues in the takeover record:

* ... *(specify problem(s))*

If you would like to arrange an appointment on-site, you can reach me on the following number: +41 …

Yours sincerely

Name and signature