

[Date]

[Landlord Name]

[Landlord Address Line 1]

[Landlord Email address]

Dear [Landlord Name],

(I/We) (am/are) writing to inform you of the lack of sufficient heat in (my/our) rental unit.

Unfortunately, it has been cold in (my/our) unit since _____ *[enter date when the lack of heat started]*. It has been as low as _____ degrees in (my/our) _____ *[specify which part of the unit lacks heat or if the entire unit has no heat and is cold]*. We are having a difficult time living in the unit while it's so chilly, and I am very concerned that some of these issues will become larger problems if they aren't resolved. I would like you to correct this problem immediately.

We are hoping that you will fix the heat as soon as you receive this. According to Wis. Stat. 704.07(2)(a)2, it's the landlord's duty to maintain and repair "all equipment under the landlord's control necessary to supply services that the landlord has expressly or implicitly agreed to furnish to the tenant, such as heat..." ATCP 134.04(2)(b)2 says that a landlord must disclose to the tenant, before moving in, if the heating system is not capable of maintaining at least 67°F in all living areas of the apartment, year-round ("during all seasons of the year in which the dwelling unit may be occupied").

Can you please respond with your planned schedule for fixing the heat? If you let us know when you will be coming in, we will make sure that it's easy for you to access any furnace or thermostat components. We hope that you will respond with a plan to take care of this issue before it worsens.

Sincerely,

[Tenant Name(s)]

[Tenant Address]