**Repair Request Letter**

Instructions

You made your letter. Here’s what to do next.

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|  | 1. Print the letter. |
|  | 1. Sign the letter. |
|  | 1. Keep a copy of the letter for your records. |
|  | 1. Deliver the letter to the landlord. The best way to send it is by certified mail. You can learn more about certified mail at <https://faq.usps.com/s/article/What-is-Certified-Mail> |

If your landlord does not make the necessary repairs, you may be able to repair and deduct. Learn more at <https://www.illinoislegalaid.org/legal-information/my-landlord-doesnt-make-repairs-what-should-i-do>

If your landlord does not repair an emergency issue, you can contact the town’s building department. If you use a Housing Choice Voucher, contact the Public Housing Authority. If they are unable to help, you can Get Legal Help. Learn more at <https://www.illinoislegalaid.org/get-legal-help>

**Do not send these instructions to the landlord.**