[Date]

[Landlord Name]

[Landlord Address Line 1]

[Landlord Address Line 2]

[Landlord Address Line 3]

Dear [Landlord Name],

I hope you managed to squeeze the last nice days out of summer! We sure did, but are now realizing that we have a problem in our rental unit. Unfortunately, it’s pretty cold in here – as low as [50?] degrees during the night. 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.

We are hoping that you will turn on the heat as soon as you receive this, even if it may not be your policy to turn on the heat so early in the year. The expected frosts increase the risk that the pipes will freeze, and significant damage will occur to the rental unit itself, as well as our property within. 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 impliedly agreed to furnish to the tenant, such as heat...," and Wis. Stat. 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"). Since we haven’t heard anything to the contrary, we assume that the furnace is capable of maintaining 67 degrees in our unit, and all that’s missing is its being on.

Can you please respond with your planned schedule for getting the heat turned on? 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. If we don’t hear from you by [date], we will be forced to take further action to get these necessary steps taken. We would much prefer, though, to work it out directly with you, and we hope that you will respond with a plan to take care of these issues before they worsen.

Sincerely,

[Tenant Name(s)]

[Tenant Address Line 1]

[Tenant Address Line 2]

[Tenant Address Line 3]