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Subject: Urgent: No Heat

Content:

Dear _____,

I hope this finds you well. I am a student living in _____(building), _____ (unit). I live in room ____ (room number) on floor __ (floor number). I am experiencing serious issues with the function of my heater. My heater is not turning on, despite attempting to turn the knob. I have submitted a maintenance request that (was/wasn't) accepted. Despite this, my heater as of now has not been fixed and is still not functioning. Having no heat in my room has become extremely detrimental to my health and wellbeing.

As dictated by [Chapter 17920.3 of the California Health and Safety Code](#), I am entitled to adequate heating.

Additionally, according to the Cal Housing Contract that I signed, "Maintenance is included in your housing contract. When you need something repaired, submit a work order or Maintenance Request (log in with your CalNet ID)." As of now, Cal Housing isn't holding up their end of this agreement.

Please let me know the plan for how this will be amended in a timely manner.

Sincerely,
(your name)