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Subject: Urgent: Broken Laundry Machines

Content: Dear Student Affairs Leadership,

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 the laundry machines. There are ____ machines - washers and dryers - that are supposed to be functioning for (how many floors/buildings in your unit). Currently, there are only ____ functioning machines, consisting of ____ washers and ____ dryers. This has been an ongoing issue for ____ (days/weeks/months). (Explain the issue: e.g. The broken machines do not connect to the CSC app.) *Explain any further context of the issue, or who you've told to try to get it fixed, if you have tried to submit a maintenance request* Having these broken laundry machines has become extremely time consuming and detrimental to my academic performance and overall well being.

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)