

Assistance Request for Maintenance Delays

Date: [Insert Date]

To: [Maintenance Supervisor's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Maintenance Supervisor's Name],

I hope this message finds you well. I am writing to formally request assistance regarding ongoing maintenance delays in my housing unit located at [Your Address]. Despite previous requests for repairs, the issues remain unresolved and have started to affect my living conditions.

The specific maintenance concerns include:

- [List specific issues, e.g., plumbing leaks, heating problems, etc.]

These problems have persisted since [Date of Initial Request] and have not been addressed, despite follow-ups on [List dates of follow-ups].

Due to these delays, I kindly ask for your immediate attention to resolve these issues. I appreciate the hard work your team does, and I hope to hear from you soon regarding a timeline for when these repairs can be expected.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Apartment/Unit Number]