

Emergency Maintenance Request

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

Address: [Property Address]

Email: [Landlord/Property Manager's Email]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to urgently request maintenance for my unit located at [Your Address].

The issue I am experiencing is as follows:

- [Describe the issue in detail, e.g., "A significant water leak under the kitchen sink."]
- [Add any other relevant details, e.g., "It has worsened over the past few days, and immediate attention is required."]

Given the nature of this issue, I kindly ask for your prompt attention to arrange for a maintenance visit at the earliest possible convenience.

Thank you for your immediate attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]