

Immediate Repair Request

Date: [Insert Date]

To: [Maintenance Department/Manager's Name]

From: [Your Name]

Address: [Your Address]

Property Management: [Property Management Name]

Subject: Urgent Maintenance Request

Dear [Maintenance Department/Manager's Name],

I am writing to formally request immediate repair services for urgent maintenance issues at my residence. The details are as follows:

- **Description of Issue:** [Describe the issue, e.g., burst pipe, heating failure]
- **Location:** [Specific location within the property]
- **Urgency:** [Explain why it's urgent, e.g., potential further damage, health risk]
- **Preferred Contact Method:** [Your phone number/email]

Please prioritize this request as it significantly affects my living conditions. I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]