

Maintenance Request

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

From: [Your Name]

Address: [Your Address]

Contact Number: [Your Phone Number]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request maintenance assistance for a clogged drain in my apartment/unit. The issue has resulted in water backing up and could potentially lead to further complications if not addressed promptly.

Details of the issue are as follows:

- Location of the clogged drain: [Specify Location, e.g., kitchen, bathroom]
- Date the issue was first noticed: [Insert Date]
- Description of the problem: [Briefly describe the situation]

I would appreciate it if you could arrange for a maintenance technician to assess and resolve the issue at your earliest convenience. Please let me know if you require any further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]