

Property Management Maintenance Inquiry

Date: [Insert Date]

To: [Property Manager's Name]

[Property Management Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to bring to your attention some maintenance issues that require immediate attention in my rental unit at [Your Address].

Issues:

- [Issue 1 Description]
- [Issue 2 Description]
- [Issue 3 Description]

These issues have been affecting my living conditions and I would greatly appreciate it if you could arrange for a maintenance visit at your earliest convenience. Please let me know when a maintenance technician will be available to address these concerns.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]