

Room Maintenance Coordination

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to coordinate the maintenance of [Specify Room/Area], as we have noticed some issues that need to be addressed. The details are as follows:

- Issue: [Describe the issue]
- Location: [Specify exact location]
- Preferred Date for Maintenance: [Insert Date]

In order to facilitate the maintenance process, please let us know your availability for the proposed date or suggest an alternative that works better.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]