

Emergency Maintenance Request

Date: [Insert Date]

To: [Landlord/Property Manager Name]

From: [Your Name]

Address: [Your Address]

Dear [Landlord/Property Manager Name],

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

On [date of incident], I experienced [describe the issue briefly, e.g., a burst pipe, electrical failure, etc.]. This situation is causing [explain the impact, e.g., water damage, safety hazards, etc.].

Given the urgency of this matter, I kindly ask for your immediate attention to address this issue. I am available for a visit from the maintenance team at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Contact Information]