

# Home Maintenance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Property Manager's Name]

[Property Management Company]

[Company Address]

[City, State, Zip Code]

Dear [Property Manager's Name],

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

Details of the maintenance issue:

- Type of issue: [e.g., plumbing, electrical, HVAC]
- Description: [Briefly describe the issue]
- Location: [Specify where the issue is located]
- Preferred contact method: [e.g., phone, email]

Please let me know the next steps and when I can expect a maintenance technician to address this issue. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]