

Request for Routine Home Upkeep

Date: [Insert Date]

To: [Maintenance Team/Property Manager's Name]

From: [Your Name]

Address: [Your Address]

Dear [Maintenance Team/Property Manager's Name],

I hope this message finds you well. I am writing to request routine upkeep for my home located at the above address. Below are the specific maintenance tasks I would like to address:

- Inspection and cleaning of gutters
- HVAC system maintenance
- Checking and replacing any burnt-out light bulbs
- Landscaping and lawn care
- Plumbing system check-up

Please let me know a suitable time for the maintenance team to come and carry out these tasks. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Contact Information]