

Maintenance Request

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

Address: [Property Address]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Maintenance Request

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to request maintenance for the following issue in my unit:

Description of Issue:

[Provide a detailed description of the maintenance issue, including any relevant information such as severity, location, and any previous attempts at repair.]

Preferred Time for Inspection:

[Insert preferred dates/times for maintenance to be scheduled.]

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

Sincerely,

[Your Name]