

Housing Maintenance Issue Report

Date: **[Insert Date]**

To: **[Maintenance Department/Property Manager's Name]**

From: **[Your Name]**

Address: **[Your Address]**

Email: **[Your Email]**

Phone: **[Your Phone Number]**

Subject: Maintenance Issue Report

Dear **[Maintenance Department/Property Manager's Name]**,

I am writing to report a maintenance issue in my apartment/unit **[insert unit number or address]**. I have noticed the following problem:

- **Issue:** **[Describe the maintenance issue in detail]**
- **Location:** **[Specify the exact location of the issue]**
- **Date of Occurrence:** **[Insert date when the issue was first noticed]**

I would appreciate it if you could address this issue at your earliest convenience. Please let me know when a maintenance staff member can come to inspect and resolve the problem.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]