

Housing Service Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request housing services for [specific need, e.g., maintenance, repairs, assistance].

Details of the request:

- Property Address: [Insert Address]
- Description of the issue: [Describe the issue in detail]
- Preferred Contact Method: [Email/Phone]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]