Maintenance Concern Submission

Date: [Insert Date]

To: [Maintenance Department/Manager's Name]

From: [Your Name]

[Your Address]

[Your Email]

[Your Phone Number]

Subject: Submission of Maintenance Concern

Dear [Maintenance Department/Manager's Name],

I hope this message finds you well. I am writing to formally submit a maintenance concern that requires attention.

Issue Description:

[Provide a clear description of the maintenance issue, including any relevant details such as location, type of maintenance needed, and impact of the issue.]

Requested Action:

[Specify what action you are hoping for, such as repair, inspection, etc.]

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

Sincerely,

[Your Name]

[Your Position, if applicable]