

Request for Immediate Attention to Property Maintenance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Property Management Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request immediate attention to several urgent maintenance issues at my property located at [Your Address].

Specifically, I have noted the following issues:

- [Issue 1 Description]
- [Issue 2 Description]
- [Issue 3 Description]

These issues have significantly impacted my living conditions, and I would greatly appreciate your prompt response and resolution. Please let me know when a maintenance team can be expected to address these concerns.

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]