

Maintenance Request

Date: [Insert Date]

To: [Maintenance Department/Manager's Name]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Request for Immediate Attention - Water Leak Issue

Dear [Maintenance Department/Manager's Name],

I am writing to formally request maintenance assistance regarding a water leak issue in my unit, located at [Your Address]. The leak has been ongoing since [Insert Date] and has started to cause damage to my property.

Details of the issue:

- Location of the leak: [Specific location, e.g., kitchen, bathroom]
- Type of leak: [e.g., dripping faucet, pipe burst]
- Current condition: [e.g., worsening over time, small puddles forming]

I kindly request that this issue be addressed as soon as possible to prevent further damage and additional complications. Please let me know when I can expect a maintenance professional to inspect and repair the leak.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]