

# Clubroom Maintenance Request Procedure

Dear [Property Manager's Name],

We hope this message finds you well. We, the tenants of [Clubroom Name/Number], are writing to formally request maintenance for the following issues:

- **Issue Description:** [Describe the specific maintenance issue]
- **Date of which the issue was first noticed:** [Date]
- **Location:** [Specific location within the clubroom]

We kindly ask for your prompt attention to this matter to ensure the comfort and safety of all tenants. Please let us know how to proceed and if you need further information.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Apartment Number]  
[Your Contact Information]