

# Maintenance Request for Main Door

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

[Landlord/Property Management Company]

[Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request maintenance for the main door of my unit located at [Your Apartment Number/Address].

Recently, I have noticed that [describe the issue, e.g., "the door does not close properly," "there is damage to the frame," "the lock is malfunctioning," etc.]. This issue is affecting my ability to securely access my home and may pose a safety concern.

I would appreciate it if you could schedule a maintenance visit at your earliest convenience. Please let me know when a maintenance technician could come by to assess and address the situation.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Apartment Number]