

Service Request for Tenant Entrance Door Issues

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord/Property Manager Name]
[Property Management Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Landlord/Property Manager Name],

I hope this message finds you well. I am writing to formally request assistance with an issue regarding the entrance door of my apartment, [Your Apartment Number], located at [Property Address].

Recently, I have noticed that [describe the problem, e.g., 'the entrance door does not close properly' or 'there are issues with the lock mechanism']. This problem has made it difficult to ensure the safety and security of my living space.

I kindly ask that you arrange for a maintenance service to address this issue at your earliest convenience. Please let me know when a technician can be expected to resolve the problem.

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

Sincerely,

[Your Name]