

Grounds Maintenance Service Request

Date: _____

To: [Property Management/Leasing Office Name]

From: [Tenant's Name]

Address: [Tenant's Address]

Contact Number: [Tenant's Contact Number]

Email: [Tenant's Email]

Subject: Grounds Maintenance Service Request

Dear [Property Manager's Name/Property Management Company],

I hope this message finds you well. I am writing to formally request grounds maintenance services for our property at [Tenant's Address]. Specifically, I would like to address the following issues:

- Overgrown grass in the common area
- Weeds in the garden beds
- Trash accumulation near the entrance
- Dead branches that require trimming

It would be greatly appreciated if these matters could be attended to at your earliest convenience, as they are affecting the overall appearance and upkeep of the property.

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

Sincerely,

[Tenant's Name]

[Tenant's Signature (if sending a hard copy)]