

Outdoor Maintenance Request

Date: [Insert Date]

To: [Property Management Company Name]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Property Management Company Name],

I hope this message finds you well. I am writing to request outdoor maintenance for the following areas of my property located at [Property Address].

- Area needing attention: [Specify area, e.g., lawn, garden beds, trees]
- Type of maintenance required: [e.g., mowing, pruning, landscaping]
- Desired timeframe for completion: [e.g., as soon as possible, specific dates]

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

Sincerely,

[Your Name]