

Building Maintenance Feedback

Date: [Insert Date]

To: [Maintenance Department/Manager's Name]

From: [Your Name]

Subject: Feedback and Suggestions for Building Maintenance

Dear [Maintenance Department/Manager's Name],

I hope this message finds you well. I am writing to provide some feedback and suggestions regarding the maintenance of our building.

Feedback:

- Issue 1: [Describe the issue briefly]
- Issue 2: [Describe the issue briefly]
- Issue 3: [Describe the issue briefly]

Suggestions:

- Suggestion 1: [Provide your suggestion]
- Suggestion 2: [Provide your suggestion]
- Suggestion 3: [Provide your suggestion]

Thank you for your attention to these matters. I believe addressing these issues will greatly enhance our living/work environment. Please feel free to reach out if you need further details.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]