

Maintenance Request for Commercial Building

Date: [Insert Date]

To: [Maintenance Manager's Name]

Company Name: [Company Name]

Address: [Company Address]

Dear [Maintenance Manager's Name],

I am writing to formally request maintenance services for our commercial building located at [Building Address]. We have identified several issues that require immediate attention:

- [Brief description of issue 1]
- [Brief description of issue 2]
- [Brief description of issue 3]

We would appreciate it if you could schedule a time for a maintenance team to assess and address these issues at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]