

Emergency Maintenance Request

Date: [Insert Date]

To: [Maintenance Department/Building Manager]

From: [Your Name]

Subject: Urgent Request for Emergency Building Maintenance

Dear [Maintenance Department/Building Manager],

I am writing to urgently request maintenance in [specific location, e.g., "the kitchen on the second floor"] due to [describe the emergency, e.g., "a plumbing leak that is causing water to leak onto the floor"]. This issue poses a significant safety risk and requires immediate attention.

Details of the issue:

- Location: [Specific Location]
- Nature of the problem: [Brief description]
- When the issue was first noticed: [Date and Time]

Given the seriousness of the situation, I kindly request that a maintenance team be dispatched as soon as possible to address this issue. Please let me know if you need any further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Position, if applicable]