

# Preventive Maintenance Request

Date: [Insert Date]

To: [Maintenance Department/Manager Name]

From: [Your Name]

Department: [Your Department]

Email: [Your Email]

Phone: [Your Phone Number]

## **Subject: Preventive Maintenance Request for [Building/Area Name]**

Dear [Maintenance Department/Manager Name],

I am writing to formally request preventive maintenance for the following building/area:

- Building/Area Name: [Insert Name]
- Location: [Insert Location]
- Specific Maintenance Needs: [Detail the specific maintenance requests, e.g., HVAC servicing, plumbing checks, electrical inspections]
- Recommended Schedule: [Insert Date/Time or frequency of maintenance]

These preventive measures are essential to ensure the longevity and safety of the facilities, as well as to minimize any potential disruptions to our operations.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]