

Maintenance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

To: [Maintenance Supervisor's Name]

[Building Management Company Name]

[Building Address]

[City, State, Zip Code]

Dear [Maintenance Supervisor's Name],

I hope this message finds you well. I am writing to formally request maintenance for my residence located at [Your Address].

Issue Description:

[Clearly describe the issue, e.g., leaking faucet, broken heater, etc.]

Details:

- Location: [Specific location of the issue]
- Date of First Notice: [Date you first noticed the issue]
- Additional Information: [Any other relevant details]

Please let me know when a maintenance technician can come to address this issue. I appreciate your attention to this matter.

Thank you for your prompt response.

Sincerely,

[Your Name]