

Building Maintenance Request

Date: [Insert Date]

To: [Building Manager's Name]

From: [Your Name]

Subject: Routine Building Maintenance Request

Dear [Building Manager's Name],

I hope this message finds you well. I am writing to formally request routine maintenance for our building located at [Building Address].

We have noticed the following issues that require attention:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

We appreciate your prompt attention to these matters and look forward to your confirmation of the maintenance schedule.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Company/Organization Name]