

Building Maintenance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Landlord/Property Manager's Name]

[Landlord/Property Management Company]

[Company Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I am writing to formally request maintenance for my unit located at [Your Apartment/Unit Number]. I have noticed the following issues that require immediate attention:

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

These issues have [briefly explain the impact of the issues, e.g., caused inconvenience, affected safety, etc.]. I would appreciate it if you could arrange for a maintenance visit at your earliest convenience.

Please let me know how you would like to proceed. Thank you for your attention to this matter.

Sincerely,

[Your Name]