

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Maintenance Department/Contact Person's Name]

[Company/Building Name]

[Company Address]

[City, State, Zip Code]

Subject: Urgent Maintenance Request

Dear [Maintenance Department/Contact Person's Name],

I am writing to formally request urgent maintenance for [describe the issue, e.g., a leaking roof, broken heating system, etc.]. This issue has become increasingly severe and requires immediate attention.

Details of the issue are as follows:

- **Location:** [Specify the exact location of the issue]
- **Description:** [Briefly describe the issue in detail]
- **Impact:** [Explain how it affects you or others]

Given the urgency of this matter, I kindly request that you address this issue as soon as possible. Please feel free to contact me at [your phone number] or [your email address] to discuss this request further.

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Name]