

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention several maintenance issues that have been pending for an extended period and require urgent action. Despite previous requests, these issues remain unresolved, which is impacting the quality of service and safety for all involved.

Specific issues include:

- [Briefly describe issue 1]
- [Briefly describe issue 2]
- [Briefly describe issue 3]

I kindly request your immediate attention to these matters and would greatly appreciate an update on the status of these maintenance issues. Timely resolution is essential to ensure the safety and satisfaction of all parties involved.

Thank you for your prompt attention to this urgent matter. I look forward to your response.

Sincerely,

[Your Name]