

Urgent Facilities Management Memo

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Immediate Attention Required: Facilities Issue

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of an urgent issue concerning our facilities that requires immediate attention.

Details of the issue:

- **Location:** [Specify Location]
- **Issue:** [Describe the issue]
- **Time of Occurrence:** [When did it happen]
- **Potential Impact:** [Explain potential risks]

It is crucial that this matter is addressed as soon as possible to ensure the safety and functionality of our space. Please let me know what steps can be taken to resolve this issue promptly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]