

Urgent Facility Maintenance Alert

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Urgent Maintenance Required at [Facility Location]

Dear [Recipient Name],

This is to bring to your immediate attention the need for urgent maintenance at [Facility Location]. We have identified the following issues that require prompt action:

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

Please prioritize this maintenance request as it directly impacts our operations and safety. We appreciate your swift response to this matter.

Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]