

# Urgent Maintenance Request Notification

Date: [Insert Date]

To: [Maintenance Team/Property Manager]

From: [Your Name]

Property Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Maintenance Team/Property Manager],

I am writing to formally request urgent maintenance for the following issue:

- **Issue Description:** [Describe the maintenance issue in detail]
- **Location:** [Specify where the issue is located]
- **Severity:** [Explain how the issue affects day-to-day activities]

This issue requires immediate attention as it poses a risk to [personal safety/property damage/etc.]. I would appreciate it if you could address this matter at your earliest convenience.

Thank you for your prompt attention to this urgent request. Please feel free to contact me at [Your Phone Number] or [Your Email] for any further information.

Sincerely,

[Your Name]

[Your Position, if applicable]