

Maintenance Request

Date: [Insert Date]

To: [Maintenance Team/Property Manager]

From: [Your Name]

Address: [Your Address]

Subject: Urgent Maintenance Required

Dear [Maintenance Team/Property Manager],

I hope this message finds you well. I am writing to formally report a pressing maintenance issue that requires immediate attention. The issue is as follows:

Description of the Issue:

[Briefly describe the maintenance issue, e.g., water leakage, heating problems, electrical issue, etc.]

Impact:

[Explain how the issue is affecting you or the property, e.g., loss of comfort, potential damages, safety concerns, etc.]

I kindly request that this issue be addressed at your earliest convenience. Please let me know when a maintenance technician will be available to assess the situation.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]