

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

Subject: Urgent Facility Fix Required

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an urgent issue that requires immediate attention in our facility located at [Facility Address]. [Briefly describe the issue, e.g., "We have experienced a significant water leak in the main hallway that poses safety risks to our staff and visitors."]

Given the potential impact on our operations and safety, I kindly request that this issue be addressed as soon as possible. Please let me know when a maintenance team can be deployed for the repair.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]