

# Urgent Maintenance Inquiry

Date: [Insert Date]

To: [Maintenance Team/Property Manager]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Maintenance Team/Property Manager],

I hope this message finds you well. I am writing to urgently inquire about a maintenance issue that has arisen in my apartment/unit [insert unit number or address]. The issue involves [briefly describe the maintenance issue, e.g., a leak, broken heating/cooling system, etc.], and it requires immediate attention.

The details of the issue are as follows:

- Location: [specific location within the unit]
- Description: [more detailed description of the issue]
- Time of occurrence: [when you first noticed the problem]

This situation is causing significant inconvenience, and I would greatly appreciate it if you could prioritize this matter. Please let me know when a maintenance team can be expected to address the issue.

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

Sincerely,

[Your Name]