

Facilities Maintenance Request

Date: [Insert Date]

To: Facilities Maintenance Department

From: [Your Name]

Position: [Your Position]

Classroom: [Room Number]

Contact Information: [Your Email/Phone Number]

Request Details

I am writing to request maintenance for the following issues in the classroom:

- [Briefly describe the issue, e.g., "The ceiling light is not functioning."]
- [Briefly describe any additional issues.]

Request Urgency

This issue is impacting the learning environment and needs urgent attention.

Thank You

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]