

Facilities Maintenance Request - Emergency Repairs

Date: [Insert Date]

From: [Your Name]

Department: [Your Department]

Email: [Your Email]

Phone: [Your Phone Number]

Request ID: [Insert Request ID]

Emergency Repair Details

Location: [Specify the Location]

Issue Description: [Provide a detailed description of the problem]

Urgency Level: High

Additional Information

[Any additional information that may be relevant to the repair request]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]