

Facilities Maintenance Request

Date: **[Insert Date]**

To: Facilities Management Department

From: **[Your Name]**

Department: **[Your Department]**

Contact Number: **[Your Contact Number]**

Email: **[Your Email]**

Subject: HVAC Maintenance Request

Dear Facilities Management Team,

I am writing to formally request maintenance for the HVAC system in our building. We have been experiencing the following issues:

- Inconsistent temperatures in the [specify locations]
- Unusual noises coming from the units
- Air quality concerns due to inadequate ventilation

These issues have been ongoing since **[Insert Date]** and are affecting the comfort and productivity of our team.

We would greatly appreciate your prompt attention to this matter. Please let us know when a maintenance technician can be scheduled to assess the situation.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]