

Facilities Maintenance Request

Date: [Insert Date]

To: Facilities Maintenance Department

From: [Your Name]

[Your Position]

[Your Contact Information]

Subject: Request for Landscaping Upkeep

Dear Facilities Maintenance Team,

I am writing to request the maintenance and upkeep of the landscaping at [specific location or area] within the facility. The following issues have been observed:

- Overgrown grass and shrubs
- Dead plants in flower beds
- Weeds proliferating in various areas
- In need of mulching and soil enrichment

We aim to maintain a pleasant and professional environment for our staff and visitors, and addressing these landscaping issues is crucial. I kindly ask for this request to be prioritized and completed at your earliest convenience.

Thank you for your attention to this matter. Please feel free to contact me if you require any further information or clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]