

Facilities Maintenance Request for Library Renovations

Date: [Insert Date]

To: [Facility Manager's Name]

From: [Your Name]

Subject: Request for Facilities Maintenance - Library Renovations

Dear [Facility Manager's Name],

I am writing to formally request maintenance and renovations for the [Library Name] located at [Library Address]. After conducting an assessment, we have identified several areas that require immediate attention to enhance the library's functionality and ensure a better environment for our patrons.

Requested Renovations:

- Repair of damaged shelving units.
- Upgrade of lighting fixtures in reading areas.
- Painting of interior walls to improve aesthetics.
- Installation of additional electrical outlets for public use.
- Refurbishment of furniture in community spaces.

We believe that these renovations will not only improve the overall appearance of the library but also provide a more inviting and functional space for our visitors. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Contact Information]