

Facilities Maintenance Request

Date: [Insert Date]

To: Facilities Maintenance Department

From: [Your Name]

Contact Information: [Your Phone Number, Email Address]

Subject: Request for Parking Lot Repair

Dear Facilities Maintenance Team,

I am writing to formally request maintenance services for the parking lot located at [Insert Location]. We have observed several issues that require immediate attention, including:

- Cracks and potholes that pose a safety hazard.
- Uneven surfaces that could lead to vehicle damage.
- Standing water due to poor drainage.

Given the importance of ensuring a safe environment for all users of the parking area, I kindly request that this issue be prioritized. Please let me know how we can assist in expediting this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]