

Facilities Maintenance Request

Date: [Insert Date]

To: Facilities Maintenance Department

From: [Your Name]

Position: [Your Position]

Contact Information: [Your Phone Number / Email]

Subject: Request for Sports Field Maintenance

Dear Facilities Maintenance Team,

I am writing to request maintenance for the sports field located at [Insert Location]. We have noticed several issues that require immediate attention to ensure the field is safe and suitable for use.

Issues Observed:

- Lack of proper drainage resulting in pooling water.
- Overgrown grass and weeds in the playing area.
- Damaged goalposts that need repair.
- Inadequate field markings for safety and play visibility.

We kindly ask for your assistance in addressing these issues at your earliest convenience. Please feel free to reach out to me if you need any further details or to schedule a visit for inspection.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]