

Staffing Request for Maintenance Department

Date: [Insert Date]

To,

[Recipient's Name]
[Recipient's Position]
[School Name]
[School Address]

Dear [Recipient's Name],

I am writing to formally request additional staffing for the Maintenance Department. As you are aware, the demand for maintenance services at [School Name] has increased due to [briefly explain reason, e.g., rising student enrollment, aging facilities, etc.].

To ensure that we maintain the highest standards of safety and functionality in our facilities, I recommend that we hire [number of staff] additional maintenance personnel. This increase will allow us to better address maintenance requests, conduct regular facility inspections, and uphold our operational efficiency.

Thank you for considering this request. I believe that with the appropriate staffing, we can continue to provide a safe and conducive environment for our students and staff.

Sincerely,

[Your Name]
[Your Position]
[School Name]
[Your Contact Information]