

# Booking Request for Residential Maintenance

Date: [Insert Date]

To: [Maintenance Company Name]

Address: [Company Address]

Subject: Booking Request for Maintenance Services

Dear [Maintenance Company Name/Recipient Name],

I hope this message finds you well. I am writing to request maintenance services for my residential property located at [Your Address]. We have encountered a few issues that need immediate attention.

Details of the maintenance required:

- [Issue 1 - e.g., Plumbing issue in the bathroom]
- [Issue 2 - e.g., Electrical fault in the living room]
- [Issue 3 - e.g., HVAC system maintenance]

Preferred dates for the maintenance visit are [Insert Preferred Dates]. Kindly let me know your availability. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]