

Common Area Maintenance Request

Date: [Insert Date]

To: [Maintenance Department/Property Manager]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Maintenance Department/Property Manager],

I hope this message finds you well. I am writing to request maintenance for the common area located at [Specify Location, e.g., "the courtyard" or "the lobby"]. I have noticed the following issue(s) that require attention:

- [Describe issue 1]
- [Describe issue 2]
- [Describe issue 3]

These issues may impact the comfort and safety of residents and visitors. I kindly request that the necessary repairs and maintenance be addressed at your earliest convenience.

Thank you for your attention to this matter. Please feel free to contact me if you need any further information.

Sincerely,

[Your Name]