

Maintenance Request Form

Date: [Insert Date]

To: [Property Management/Owner Name]

Address: [Property Address]

Dear [Property Management/Owner Name],

I hope this message finds you well. I am writing to formally request maintenance for the damaged fence located at [Specify Location, e.g., "the backyard of my unit"].

The fence has sustained damage that [briefly describe the damage, e.g., "has caused a gap that poses a security risk"]. I believe it requires immediate attention to ensure safety and privacy for the residents.

Please let me know when a maintenance team can be expected to address this issue. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]