

Electrical Maintenance Request

Date: [Insert Date]

To: [Insert Recipient's Name]

Position: [Insert Recipient's Position]

Company: [Insert Company Name]

Address: [Insert Company Address]

Dear [Recipient's Name],

I am writing to formally request electrical maintenance services for our premises located at [Insert Address]. We have been experiencing [describe issue: e.g., frequent power outages, flickering lights, non-functioning outlets, etc.], which has affected our daily operations.

We kindly ask for your immediate attention to this matter and would appreciate if you could schedule a maintenance visit at your earliest convenience. Please let us know when a technician can be sent to assess and resolve these issues.

Thank you for your prompt attention to this request. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]