

Exterior Maintenance Request

Date: [Insert Date]

To: [Property Management / Maintenance Team]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Request for Exterior Maintenance

Dear [Property Manager / Maintenance Team],

I hope this message finds you well. I am writing to formally request maintenance services for the exterior of the building located at [Property Address].

Details of the request are as follows:

- Type of Maintenance: [e.g., painting, landscaping, repairs]
- Location: [Specify the areas requiring maintenance]
- Description: [Briefly describe the issue or work needed]

Given the importance of maintaining the appearance and functionality of our property, I would appreciate it if you could address this request at your earliest convenience. Please let me know if you require any further information or if an onsite visit is necessary to assess the situation.

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

Sincerely,

[Your Name]