

Facility Maintenance Request

Date: [Insert Date]

To: Facilities Management Team

From: [Insert Your Name]

Department: [Insert Department]

Contact Information: [Insert Phone/Email]

Request Details

Description of Issue:

[Provide a detailed description of the maintenance issue or request]

Location:

[Specify the location within the facility]

Priority Level: [Low/Medium/High]

Requested Completion Date:

[Insert desired completion date]

Attachments

[Attach any necessary documents or photos, if applicable]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]