

Maintenance Request for Office Facilities

Date: [Insert Date]

To: [Maintenance Department/Facility Manager]

From: [Your Name]

Position: [Your Job Title]

Department: [Your Department]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Maintenance Request for [Specific Facility/Issue]

Dear [Maintenance Department/Facility Manager],

I am writing to formally request maintenance for [specific issue or facility] at [location]. The issue was first noticed on [insert date], and it has now [describe current state and urgency, if applicable].

Details of the issue:

- Location: [Specific location]
- Description: [Brief description of the issue]
- Impact: [Explain how it affects office operations or employee safety]

We would appreciate it if you could address this issue at your earliest convenience. Please let me know if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]