

# Maintenance Request: Plumbing Issue

Date: [Insert Date]

To: Facilities Management

From: [Your Name]

Department: [Your Department]

Email: [Your Email]

Phone: [Your Phone Number]

## Subject: Request for Plumbing Maintenance

Dear Facilities Management Team,

I am writing to request maintenance for a plumbing issue that has arisen in [specific location, e.g., "the second-floor restroom"]. The issue has been [briefly describe the problem, e.g., "a persistent leak from the sink" or "clogged drains causing backups"] and has started to escalate.

The details of the issue are as follows:

- **Location:** [specific location]
- **Description of Issue:** [a detailed description of the problem]
- **Date Issue Started:** [insert date]
- **Urgency:** [high/medium/low]

Given the nature of the plumbing issue, I would appreciate your prompt attention to this matter. Please let me know if you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]