

Safety Inspection Maintenance Request

Date:

To: Facilities Management

From: [Your Name]

Department: [Your Department]

Contact Number: [Your Phone Number]

Dear Facilities Management Team,

I am writing to request a safety inspection and necessary maintenance for the following facilities:

- Facility/Location: [Specify Facility/Location]
- Issue Identified: [Briefly describe the issue]
- Priority Level: [High/Medium/Low]

It is crucial to address this issue promptly to ensure the safety and well-being of all personnel using the facility. I would appreciate your swift attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]