

Urgent Repair Request

Date: [Insert Date]

To: [Building Maintenance Department]

From: [Your Name]

Address: [Your Address]

Contact Number: [Your Contact Number]

Email: [Your Email]

Subject: Urgent Repair Request for Immediate Attention

Dear [Maintenance Manager's Name],

I am writing to request urgent repairs for the following issues in the building:

- [Issue 1 - e.g., leaking pipe in the bathroom]
- [Issue 2 - e.g., broken window in the living room]
- [Issue 3 - e.g., malfunctioning heater]

These issues are causing significant inconvenience and require immediate attention. I would appreciate it if someone could come by to assess and address the repairs as soon as possible.

Thank you for your prompt attention to this matter. Please feel free to contact me at the provided phone number or email for any further information.

Sincerely,

[Your Name]