

# Construction Project Maintenance Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request maintenance services for [Project Name/Location], which is currently under construction.

We have observed the following issues that require immediate attention:

- [Description of Issue 1]
- [Description of Issue 2]
- [Description of Issue 3]

The timely resolution of these issues is essential to maintain the safety and schedule of our ongoing project. We appreciate your prompt response to this matter.

Thank you for your attention to this request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for further discussion.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]