

Emergency Maintenance Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Urgent Maintenance Required for [Project Name]

Dear [Recipient's Name],

We are writing to inform you of an urgent maintenance issue that has arisen at the [Project Name/Location]. Due to [brief description of the issue], immediate attention is required to prevent further complications.

We request that your team prioritize this issue and conduct necessary repairs by [insert deadline]. Please coordinate with our on-site supervisor, [Supervisor's Name], who can be reached at [Supervisor's Contact Information].

We appreciate your prompt attention to this matter and look forward to your swift action in resolving the emergency maintenance requirements.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]