

Home Maintenance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request maintenance for my home located at [Your Address]. I have observed the following issues that require attention:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

I would appreciate it if you could address these issues at your earliest convenience. Please let me know when a maintenance technician can be scheduled to come by for an inspection.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]