

Maintenance Schedule Request for Recreational Area

Date: [Insert Date]

To: [Maintenance Department/Responsible Authority]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Subject: Request for Maintenance Schedule of Recreational Area

Dear [Maintenance Department/Responsible Authority],

I am writing to request a maintenance schedule for the recreational area located at [specify location]. As a member of the community, I believe regular maintenance is essential to ensure that the area remains safe, clean, and enjoyable for all residents.

Specifically, I would like to inquire about plans for:

- Grass cutting and landscaping
- Playground equipment inspection
- Waste collection and litter management
- Pond maintenance (if applicable)

I appreciate your attention to this matter and look forward to your prompt response regarding the maintenance schedule and any related plans to improve our recreational area.

Thank you for your service to our community.

Sincerely,

[Your Name]