

Maintenance Request for Historic Site

Date: [Insert Date]

To:

[Maintenance Department/Authority Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request maintenance services for the historic site located at [Site Address]. As a valued piece of our community's heritage, it is essential that we address some pressing maintenance issues to preserve its integrity and aesthetic appeal.

Outlined below are the specific areas requiring attention:

- Repair of [specific issue, e.g., the stone pathway, roofing, etc.]
- Cleaning of [specific areas, e.g., signage, rest areas, etc.]
- Landscaping improvements around [specific area]
- Addressing safety hazards, including [specific hazards]

Given the historical significance of this site, timely maintenance is crucial. I kindly request a site visit to assess these issues and discuss potential solutions.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]