

Request for Drainage Maintenance Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Agency Name]

[Company/Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request drainage maintenance services for [specific location or area]. We have noticed issues regarding drainage, including [briefly describe the issues, e.g., standing water, clogs, odors], which have affected [mention any specific impacts, e.g., property, safety, health].

Given the urgency of this matter, we kindly ask for your assistance in addressing these drainage concerns at your earliest convenience. Regular maintenance will not only help mitigate these issues but also ensure the long-term functionality of the drainage system.

Thank you for your attention to this matter. I look forward to your prompt response and am happy to provide any additional information needed.

Sincerely,

[Your Name]

[Your Position, if applicable]