

Immediate Maintenance Work Request

Date: **[Insert Date]**

To: [Maintenance Department/Facility Manager]

From: [Your Name]

Location: [Your Address/Unit Number]

Subject: Immediate Maintenance Request

Dear [Maintenance Department/Facility Manager],

I hope this message finds you well. I am writing to request immediate maintenance work for the following issue:

- **Description of the Issue:** [Briefly describe the problem]
- **Location of the Issue:** [Specify the exact location]
- **Time of Occurrence:** [When did the issue start?]

This issue requires urgent attention as it [explain why it is urgent, if necessary]. I would appreciate it if you could send someone to address this matter at your earliest convenience.

Thank you for your prompt attention to this urgent request.

Sincerely,

[Your Name]

[Your Contact Information]