

Urgent Maintenance Request

Date: [Insert Date]

To: [Property Manager's Name]

[Apartment Management Company]

[Property Address]

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to formally request urgent maintenance for my apartment, [Your Apartment Number], due to the following issues:

- [Issue 1: Description of the problem]
- [Issue 2: Description of the problem]
- [Issue 3: Description of the problem]

These problems have created [describe any impact the issues have caused, e.g., safety hazards, inconvenience, etc.], and require immediate attention. I kindly ask that a maintenance team be dispatched as soon as possible to address these concerns.

Thank you for your prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]

[Your Address]

[Your Telephone Number]