

Maintenance Service Request

Date: [Insert Date]

To: [Maintenance Service Provider Name]

Address: [Service Provider Address]

From: [Your Name]

Title: [Your Title]

Healthcare Facility: [Facility Name]

Address: [Facility Address]

Subject: Request for Maintenance Services

Dear [Service Provider Name],

I am writing to formally request maintenance services for our healthcare facility located at [Facility Address]. We have observed several issues that require immediate attention:

- [Issue 1 Description]
- [Issue 2 Description]
- [Issue 3 Description]

We would appreciate your prompt response to this request and a proposed schedule for the necessary maintenance work. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] should you need further details.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Healthcare Facility Name]