

# Maintenance Service Request

Date: [Insert Date]

To: [Maintenance Department/Service Provider]

From: [Your Name]

Position: [Your Position]

Company: [Your Company Name]

Office Location: [Office Address/Room Number]

Email: [Your Email]

Phone: [Your Phone Number]

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## Subject: Request for Maintenance Service

Dear [Maintenance Team/Service Provider's Name],

I am writing to request maintenance service for our office space located at the above address. We have noticed the following issues that require immediate attention:

- [Describe the first issue, e.g., leaking faucet]
- [Describe the second issue, e.g., broken light fixture]
- [Describe any additional issues as necessary]

We would appreciate your prompt response to these matters as they are affecting our daily operations. Please let us know a suitable time for your team to assess and resolve these issues.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]