

Maintenance Service Request for Public Facility

Date: _____

To: [Maintenance Department/Facility Manager]

[Organization Name]

[Address]

[City, State, Zip Code]

Dear [Maintenance Department/Facility Manager],

I am writing to formally request maintenance services for the following public facility:

Facility Name: [Name of Facility]

Location: [Address of Facility]

Description of Issue: [Detailed Description of the Maintenance Issue]

Priority Level: [High/Medium/Low]

We appreciate your prompt attention to this matter as it affects the community's use and enjoyment of the facility. Please let us know if you require any further information or if a site visit is necessary.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]