

Maintenance Service Request

Date: [Insert Date]

To: [Maintenance Team/Property Manager]

From: [Your Name]

Address: [Your Address]

Contact Number: [Your Phone Number]

Subject: Maintenance Service Request

Dear [Maintenance Team/Property Manager],

I hope this message finds you well. I am writing to request maintenance services for my residential property located at [Your Address].

Details of the Issue:

- **Type of Issue:** [e.g., plumbing, electrical, etc.]
- **Description:** [Briefly describe the problem]
- **Date of Occurrence:** [When did the issue start?]
- **Priority Level:** [e.g., urgent, medium, low]

Please let me know when a maintenance technician can visit the property to address this issue. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]