

# Emergency Maintenance Alert

Date: [Insert Date]

To: [Property Manager's Name]

From: [Your Name]

Subject: Urgent Maintenance Required

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to inform you of an emergency maintenance issue that requires immediate attention at my property located at [insert property address].

Issue Details:

- **Description of Issue:** [Insert description of the emergency issue]
- **Location:** [Specify location within the property]
- **Severity:** [High/Medium/Low]

Given the nature of this issue, I would appreciate a prompt response to ensure the safety and comfort of all occupants. Please let me know when the maintenance team will be able to arrive and address this situation.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]