

Property Maintenance Request

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

Address: [Property Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally notify you of an urgent maintenance issue that requires immediate attention at my residence located at [Your Address].

The issue is as follows:

- [Briefly describe the problem, e.g., "A significant water leak under the kitchen sink."]
- [Mention any urgency, e.g., "It is causing water damage and could lead to mold growth if not addressed quickly."]

Given the nature of the repairs needed, I kindly request that a maintenance professional be sent to address this issue at the earliest possible convenience. Please let me know when I can expect someone to arrive.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Contact Information]