

# Maintenance Request Contact Details

Dear Tenant,

If you have any maintenance requests, please contact your landlord using the details below:

## Landlord Information

**Name:** John Doe

**Phone:** (123) 456-7890

**Email:** johndoe@example.com

**Address:** 1234 Elm Street, Springfield, IL, 62701

## Maintenance Request Procedure

Please provide a detailed description of the issue, including:

- Type of problem
- Location of the issue
- Preferred time for maintenance to be conducted

Thank you for your cooperation.

Sincerely,

Your Landlord