

# Immediate Maintenance Request

Date: [Insert Date]

To: [Maintenance Department/Property Manager]

From: [Resident Name]

Address: [Residence Address]

Contact Number: [Phone Number]

Dear [Maintenance Team/Property Manager],

I am writing to formally request immediate maintenance for an urgent issue in my residence. The details are as follows:

**Issue Description:** [Describe the issue e.g., leaking pipes, broken heating system, etc.]

**Location of Issue:** [Specify location within the property e.g., kitchen, bathroom, etc.]

This matter requires prompt attention to prevent further damage or inconvenience. I kindly request that a maintenance professional be dispatched as soon as possible to address the issue.

Thank you for your swift response to this urgent matter. Please feel free to contact me at [Phone Number] or [Email Address] for any further information.

Sincerely,

[Resident Name]