

Request for Parking Area Maintenance

To Whom It May Concern,

I am writing to formally request maintenance for the parking area located at [insert location]. The current condition of the parking area has become concerning due to [insert specific issues such as potholes, poor lighting, or debris].

These issues not only diminish the aesthetic appeal but also pose safety risks to vehicles and pedestrians. We believe that regular maintenance can greatly improve the condition and usability of the space.

We kindly ask for your prompt attention to this matter. Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]

[Your Contact Information]