

Maintenance Request Form

Date: [Insert Date]

To: [Maintenance Team/Manager's Name]

Subject: Urgent Plumbing Maintenance Request

Dear [Maintenance Team/Manager's Name],

I am writing to request urgent maintenance for a plumbing issue that has arisen in my residence/unit located at [Insert Address/Unit Number].

Description of the Issue:

[Briefly describe the plumbing issue - e.g., "There is a significant leak under the kitchen sink causing water to accumulate, and I am concerned about potential water damage." or "The toilet is clogged and not functioning properly."]

Due to the nature of this issue, I kindly request that this be addressed at your earliest convenience. I am available for a maintenance visit on [Insert Date and Time] or at any other time that works best for your team.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]