

Emergency Housekeeping Request

Date: [Insert Date]

To: [Housekeeping Manager/Department]

From: [Your Name]

Room Number: [Your Room Number]

Dear [Housekeeping Manager's Name],

I am writing to formally request emergency housekeeping services for my room due to an unforeseen circumstance that requires immediate attention. The details of the situation are as follows:

- Type of Emergency: [Describe the emergency - e.g., water leak, spill, etc.]
- Location: [Specify the area affected]
- Time of Occurrence: [When did this happen?]

Given the urgency of this matter, I would greatly appreciate it if a housekeeping team could be dispatched to my room at the earliest possible convenience.

Thank you for your prompt attention to this urgent request. Please feel free to contact me at [Your Phone Number] for further details.

Sincerely,

[Your Name]

[Your Contact Information]