

Maintenance Request for Cleaning Services

Date: [Insert Date]

To: [Maintenance Department/Service Provider Name]

From: [Your Name]

Subject: Request for Cleaning Services for Construction Equipment

Dear [Recipient's Name],

I am writing to formally request cleaning services for our construction equipment that requires immediate attention. The following equipment needs to be cleaned:

- [Equipment 1: Description]
- [Equipment 2: Description]
- [Equipment 3: Description]

The cleaning is necessary to maintain the efficiency and longevity of these machines, as well as to ensure a safe working environment. We would appreciate it if you could arrange for this service at your earliest convenience.

Thank you for your attention to this matter. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]