

# Maintenance Feedback

Date: [Insert Date]

To: [Maintenance Team/Manager Name]

From: [Your Name]

Subject: Feedback on Recent Maintenance Work

Dear [Maintenance Team/Manager Name],

I hope this message finds you well. I am writing to provide feedback on the recent maintenance work completed on [specify location or equipment].

Firstly, I would like to commend the team for [mention any positive aspects, e.g., timeliness, professionalism, quality of work]. The [specific task or repair] was handled effectively, and I appreciate the attention to detail.

However, there are a few areas where I believe improvements can be made:

- [Mention specific issue or area for improvement]
- [Mention another issue or area for improvement]

Overall, I appreciate your efforts in maintaining our facilities and ensuring everything operates smoothly. Please let me know if you need further details regarding my feedback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]