

Property Maintenance Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Maintenance Department/Property Manager's Name]

[Company/Property Management Name]

[Company Address]

[City, State, Zip Code]

Dear [Maintenance Department/Property Manager's Name],

I hope this message finds you well. I am writing to inquire about the routine maintenance schedule for my property located at [Your Property Address].

Could you please provide details regarding the following:

- Upcoming maintenance tasks and their respective dates
- Contact person for maintenance-related issues
- Any current or pending issues that require my attention

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]