

# Urgent Property Maintenance Request

Date: [Insert Date]

To: [Property Manager's Name]

[Property Management Company Name]

[Address]

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to inform you of an urgent maintenance issue that requires immediate attention at my residence located at [Your Address].

Details of the issue:

- Description of the problem
- Location of the problem
- Any potential hazards or implications if not addressed quickly

Given the urgency of this matter, I would greatly appreciate it if you could arrange for a maintenance visit as soon as possible. Please let me know when a maintenance technician can come to assess the situation.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]