

Letter of Request for Maintenance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request maintenance work on the heritage property located at [Property Address]. As a historical site, it is crucial that we preserve its architectural integrity and significance for future generations.

Recently, I observed several areas in need of attention, including [briefly describe the issues such as structural damage, rust, paint peeling, etc.]. I believe that prompt maintenance will prevent further deterioration and ensure the continued safety and beauty of this property.

I kindly ask for your assistance in addressing these maintenance needs at your earliest convenience. Please let me know if you require any further information or if you would like to arrange a site visit.

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

Sincerely,

[Your Name]