

Maintenance Request for Secure Document Storage

Date: [Insert Date]

To: [Maintenance Team/Facility Manager]

From: [Your Name]

Department: [Your Department]

Contact Information: [Your Phone/Email]

Dear [Maintenance Team/Facility Manager],

I am writing to formally request maintenance for our secure document storage facility located at [Location]. We have recently encountered the following issues:

- [Issue 1 Description]
- [Issue 2 Description]
- [Issue 3 Description]

These issues pose a risk to our document security and require immediate attention. I kindly ask that this request be prioritized to ensure the continued safety of our sensitive materials.

Please let me know if additional information is needed or if a site visit will be necessary to address these concerns.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]