

Request for Maintenance

Date: [Insert Date]

To: [Property Management/Owner Name]

Address: [Property Management/Owner Address]

Dear [Property Manager/Owner],

I hope this message finds you well. I am writing to request maintenance for my apartment located at [insert full address of the property]. Due to my current out-of-town status, I am unable to attend to the maintenance issue personally.

The issue is as follows:

- [Describe the maintenance issue in detail]

I kindly ask that a maintenance team is dispatched to address this issue at your earliest convenience. Please let me know when they can be expected so that I can provide any necessary access instructions.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Apartment Number]