

Maintenance Request

Date: [Insert Date]

To: [Maintenance Team/Manager's Name]

From: [Your Name]

Address: [Your Address]

Contact: [Your Phone Number/Email]

Subject: Maintenance Request Due to Pet Damage

Dear [Maintenance Team/Manager's Name],

I hope this message finds you well. I am writing to formally request maintenance services to address some damage caused by my pet in my unit, [Your Apartment/Unit Number].

The specific areas that require attention include:

- [Description of damage 1]
- [Description of damage 2]
- [Description of damage 3]

I would appreciate it if you could schedule a maintenance visit at your earliest convenience to assess the damage and suggest necessary repairs. Please let me know if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]