Maintenance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Maintenance Department/Manager's Name]

[Building/Property Name]

[Building Address]

[City, State, Zip Code]

Dear [Maintenance Department/Manager's Name],

I am writing to formally request maintenance for my room, [Your Room Number], due to the following issues:

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

These issues have been persisting since [Date Issue Started], and they are affecting my comfort and safety. I would greatly appreciate it if a maintenance team could assess and address these problems at your earliest convenience.

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

Sincerely,

[Your Name]