

Immediate Action Needed for Room Maintenance

Date: [Insert Date]

To: [Maintenance Supervisor's Name]

From: [Your Name]

Subject: Urgent Maintenance Required for Room [Room Number]

Dear [Maintenance Supervisor's Name],

I hope this message finds you well. I am writing to urgently request maintenance for Room [Room Number]. We have encountered several issues that require immediate attention, including:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

These issues are impacting the comfort and safety of the room's occupants. I kindly ask that you prioritize this request and arrange for a maintenance visit as soon as possible.

Thank you for your prompt attention to this matter. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]