

Request for Routine Room Maintenance

Date: [Insert Date]

To: [Maintenance Department]

From: [Your Name]

Room Number: [Your Room Number]

Subject: Request for Routine Room Maintenance

Dear [Maintenance Supervisor's Name],

I hope this message finds you well. I am writing to formally request routine maintenance for my room ([Your Room Number]). I have noticed some issues that require attention to ensure the room remains comfortable and functional.

The specific maintenance needs include:

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

I would appreciate it if you could schedule a maintenance visit at your earliest convenience. Please let me know if you need any further information or if there are specific times that work best for the maintenance team.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]