

Request for Urgent Room Maintenance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Maintenance Department/Manager's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Maintenance Manager's Name],

I hope this message finds you well. I am writing to urgently request maintenance for my room (Room Number: [Insert Room Number]) due to [briefly describe the issue, e.g., water leakage, heating problems, etc.]. The situation has become increasingly problematic and requires immediate attention.

Details of the issue:

- Type of issue: [Insert Type]
- Date issue started: [Insert Date]
- Additional details: [Insert any additional relevant information]

I would greatly appreciate it if you could send someone to address this issue at your earliest convenience. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]