

# Room Condition Report and Maintenance Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to report the condition of my room and request necessary maintenance. Below are the details:

## Room Information

Room Number: [Insert Room Number]

Resident Name: [Insert Resident Name]

## Room Condition

- Walls: [Describe condition]
- Flooring: [Describe condition]
- Windows: [Describe condition]
- Furniture: [Describe condition]
- Bathroom: [Describe condition]
- Others: [Any additional details]

## Maintenance Requests

- [Describe specific maintenance request 1]
- [Describe specific maintenance request 2]
- [Describe specific maintenance request 3]

Please let me know when a maintenance visit can be scheduled. I appreciate your prompt attention to this matter.

Thank you,

[Your Name]

[Your Contact Information]