

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Property Manager's Name]  
[Property Management Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to formally request maintenance for my dwelling located at [Your Address].

The issue I am experiencing is [briefly describe the maintenance issue, e.g., a leaky faucet, heating problem, broken window, etc.]. This issue has been [explain how long the issue has been occurring, e.g., persistent for a few days/weeks] and is [describe any aggravations caused by the issue, if applicable].

I kindly ask that you address this matter at your earliest convenience. Please let me know how to proceed or if you need further information from my side.

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

Sincerely,  
[Your Name]