

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request maintenance services for the immovable property located at [Property Address].

The property has been experiencing [briefly describe issues, e.g., leaks, structural damage, landscaping needs, etc.], which require immediate attention to ensure the safety and comfort of its occupants.

I kindly ask that you arrange for a maintenance team to assess the current situation and initiate any necessary repairs at your earliest convenience. Your prompt attention to this matter will be greatly appreciated.

Thank you for your cooperation. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]