

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

[Property Management Company/Property Owner's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Property Management Company/Property Owner's Name],

Subject: Request for Property Maintenance

I hope this letter finds you well. I am writing to bring to your attention some maintenance issues that require immediate attention at my residence located at [Your Property Address].

1. **[Issue 1]**: [Describe the issue, e.g. leaking faucet, broken window, etc.]
2. **[Issue 2]**: [Describe another issue if applicable, e.g. heating not working, etc.]
3. **[Issue 3]**: [Describe a third issue if applicable, e.g. landscaping needs attention, etc.]

These issues have been causing [briefly explain any inconveniences caused, e.g. discomfort, safety hazards, etc.], and I would appreciate it if you could arrange for repairs at your earliest convenience.

Please let me know when a maintenance visit can be scheduled so that I can ensure access to the property. You can reach me at [Your Phone Number] or [Your Email Address].

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

Sincerely,
[Your Name]