

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

[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Maintenance Request

Dear [Recipient Name],

I am writing to formally request maintenance for [specific issue or area needing attention] at [location or property address]. The issue was first observed on [date] and has since been [brief description of the problem and any relevant details].

I would appreciate it if you could prioritize this request, as it is affecting [explain how it is impacting you or the environment, if applicable]. Please let me know if you require any further information or if an inspection is needed.

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]