

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

Dear [Recipient Name],

Subject: Service Request for Maintenance Services

I hope this message finds you well. I am writing to formally request maintenance services for [specific items or location needing maintenance, e.g., HVAC system, plumbing, etc.].

Details of the maintenance request are as follows:

- ****Location:**** [specific location, e.g., office, building, etc.]
- ****Type of Service Needed:**** [description of the maintenance service required]
- ****Preferred Date and Time for Service:**** [specific date and time, if any]
- ****Urgency Level:**** [high/medium/low, if applicable]

Please let me know if there are any forms or procedures that need to be completed prior to this service request. I would appreciate a prompt response to this request to schedule the necessary maintenance as soon as possible.

Thank you for your attention to this matter.

Sincerely,

[Your Signed Name]
[Your Printed Name]