

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

[Recipient Name]  
[VRBO Property Management Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally address some maintenance issues we have encountered at the property located at

[Property Address], which we manage through VRBO.

The following maintenance concerns require immediate attention:

1. [Description of Issue 1]
2. [Description of Issue 2]
3. [Description of Issue 3]

We kindly request that you arrange for these issues to be resolved at your earliest convenience to ensure the comfort of our guests and the continued success of our property rental.

Thank you for your attention to this matter. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] if you require further details.

Looking forward to your prompt response.

Best regards,

[Your Name]  
[Your Position, if applicable]  
[Property Name, if applicable]