

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

[Maintenance Department/Property Manager Name]
[Property Management Company/Apartment Complex Name]
[Property Address]
[City, State, Zip Code]

Subject: Maintenance Request

Dear [Maintenance Department/Property Manager Name],
I hope this message finds you well. I am writing to formally request
maintenance assistance regarding an issue in my unit.

****Location of Issue:****

[Apartment/Unit Number]

****Description of the Issue:****

[Provide a brief description of the problem, including any relevant
details such as when it started, how it affects your living conditions,
and any steps you've taken to address it.]

I would appreciate your prompt attention to this matter and would be
grateful if you could schedule a maintenance visit at your earliest
convenience. Please feel free to reach me at [Phone Number] or [Email
Address] to discuss the details further or to set up an appointment.

Thank you for your assistance.

Sincerely,
[Your Name]