

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

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

Dear [Recipient Name],

Subject: Maintenance Request for Yucca Plant

I hope this message finds you well. I am writing to request maintenance for the yucca plant located [provide specific location details, e.g., "in the lobby of our office building"].

The yucca plant appears to be [describe the issue, e.g., "drooping, with yellowing leaves and showing signs of pest infestation"]. I believe it requires immediate attention to ensure its health and aesthetic appeal. Please let me know how and when this maintenance can be performed. Thank you for your prompt attention to this matter.

Sincerely,

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