

Maintenance Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Property Manager/Owner's Name]

[Property Management Company/Building Address]

[City, State, Zip Code]

Subject: Maintenance Request

Dear [Property Manager/Owner's Name],

I hope this letter finds you well. I am writing to bring to your attention a maintenance issue in my [apartment/condo/house] at [your address]. I have been residing here for [duration of tenancy], and I have enjoyed living in this community. However, recently, I have noticed a problem that requires your prompt attention.

The maintenance issue I am experiencing is as follows:

[Describe the maintenance issue in detail. Be specific and clear about the problem. If applicable, mention when you first noticed the issue and any actions you have taken so far.]

This issue is not only affecting my daily activities but may also pose potential risks if not addressed promptly. I kindly request that you arrange for a maintenance inspection and necessary repairs as soon as possible.

Please let me know the most convenient date and time for the maintenance team to access my [apartment/condo/house] to assess and resolve the issue. If there are any special instructions or precautions, kindly inform me beforehand.

I understand that maintenance requests are a regular part of managing properties, and I appreciate

your attention to this matter. I trust that you will take prompt action to resolve the issue efficiently.

If there are any updates or changes in the schedule, please notify me through my email or phone number provided above. I look forward to a prompt resolution to this matter and maintaining the high living standards of this community.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]