

Formal building maintenance request letter template

Subject: Request for Building Maintenance

Dear [Facility Manager],

This letter serves as a formal request for maintenance in [building/location]. The following issues need attention:

- [Issue 1]
- [Issue 2]
- [Issue 3]

We kindly request that these matters be addressed promptly to maintain safety and operational efficiency.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Organization/Company Name]

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