

Template

Repair Request

Company Name/Logo

Date

To Whom It May Concern

I am writing to request repairs to [specific area/asset that needs repair] at [location where repair is needed]. The issue is [describe the problem or damage in detail].

I am requesting that the repairs be completed as soon as possible to prevent any further damage or inconvenience. Please contact me at [contact information] to schedule a repair time that is convenient for me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]