

[Property Management Company Name]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Vendor Name]  
[Vendor Company Name]  
[Vendor Address]

**RE: Maintenance Work Order - [Property Address]**

Dear [Vendor Contact Name],

This letter serves as a formal request for maintenance services at the property located at:  
**[Property Address]**.

**Work Description:**

[Detailed description of the repair or maintenance task required]

**Tenant Contact Information:**

Name: [Tenant Name]  
Phone: [Tenant Phone Number]  
Email: [Tenant Email Address]

**Access Instructions:**

[Example: Please contact the tenant directly to schedule a time / Key is available at the management office / Use lockbox code #####]

**Requirements:**

- Please provide an estimate for approval if the cost exceeds \$[Amount].
- Notify our office immediately if you encounter any issues or additional repairs needed.
- Send the final invoice to [Email Address/Mailing Address] referencing Work Order #[Number].
- Before starting work, please ensure we have your updated insurance and W-9 on file.

Please confirm receipt of this request and provide an estimated date of completion.

Sincerely,

[Your Name]  
[Your Title]  
[Property Management Company Name]