

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name/Property Manager Name]
[Property Management Company]
[Address]
[City, State, Zip Code]

Subject: Urgent Request for Parking Lot Pothole Repair and Maintenance

Dear [Recipient Name],

I am writing to formally bring to your attention the deteriorating condition of the parking lot located at [Location/Address].

Specifically, there are several significant potholes located near [Specific Area, e.g., the North entrance or Row C]. These potholes have become a safety hazard for pedestrians and pose a risk of damage to vehicles using the facility. With the current weather conditions, these cracks are expanding and require immediate professional repair to prevent further structural damage to the pavement.

I kindly request that you schedule a maintenance crew to inspect the area and perform the following actions:

- Patching and filling of all existing potholes.
- Sealing of minor cracks to prevent water infiltration.
- A general assessment of the drainage in the affected areas.

Please let me know when we can expect these repairs to be completed. Thank you for your prompt attention to this matter and for ensuring the safety of all tenants and visitors.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]