**Date:**

**Re. Maintenance Issues in School’s Play Area and Library**

Dear Sir, I am Diana Hart from the Department of General Administration of the school. I am writing to bring your attention to one of the biggest and significant issues of the school. The issue pertains to the maintenance problems and halts in the process of their repair. The purpose of writing to you is to get a plausible solution to the problem and get it done before the new term starts.

The building of the play area and newly built escort for the indoor sports need instant repair. The ground of the play area needs to be repaired and soiled for the sake of outdoor sports. The school is about to launch annual sports 20XX from 29th May 20XX; thus, it is in dire need of repair and other maintenance measures. The escort which was built in March for the sake of indoor sports is incomplete and needs to be completed for the annual sports 20XX launch.

The hall that was donated to the library needs large repairs and replacement of furniture. The furniture is broken and old. Moreover, the library has to be equipped with lights that are florescent lights down with 6” diameter. The library needs an overall redesigning of its key features.

Keeping all that has explained above, I request you to give this matter considerable attention and get the repairs done before 29th May 20XX. The sport launch event of our school is famous in the town and is witnessed by many. Moreover, our sports are broadcasted by many local news channels and published in school monthly editions. To maintain a good repute and make the school look well, we need to work on this as soon as possible.

Besides, a nice renovation and in-time repairs make the building looks nicer and the workers’ level of performance boosts to the next level. Therefore, I request you to call a meeting of administration and members of the QA committee to discuss and direct them to start the repair as soon as possible. Thank you.

Regards

Diana Hart  
Department of General Administration  
Danes High School, San Diego  
CA, USA.