**Date:**

**Re. Indicating and Outlining the School Maintenance Issues**

Dear Madam,

This letter purports to inform you about the maintenance issues in the building of the school.

I am Jamila Holland, and I am working with your school team on a contract basis. I work as Strategy Analyst for HRM Constructions and Renovations, California. The company signed a contract according to which our company was to renovate and repair the damaged areas of your school’s building. I am writing to you to discuss some issues related to maintenance.

The area is almost 500 square meters. The area to be repaired cannot be repaired because of extensive damage in the center. The repair pertains to the roof and the upper walls, but it is not possible to repair the roof center because of the antique design of the hall roof. If we demolish the main hall building, it is only then possible to repair the walls and redesign the roof. This will bring many changes in the workforce, cost, and HRC of the contract. Moreover, there would be a need to change the contract from many perspectives.

Therefore, I would like you to inform us about your earliest convenience for a meeting so that we can have a chance to speak to you. You can contact me at [EMAIL] or call +[X] for further assistance in this regard.

Thank you for choosing our services. We shall try our best to leave no loopholes at your disposal. Thank you.

Regards

Jamila Holland  
Strategy Analyst  
HRM Constructions and Renovations  
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New York City, New York, USA.