Building owner's name:  
Maintenance date:  
Address of the building:  
Name of maintenance provider:  
Address of the maintenance provider:  
Email or phone number:

**Subject: Daily building maintenance report:**

Dear Sir/Madam,

This report letter serves as a report on the daily maintenance work. Please find the update regarding the maintenance work that has been on your building so far

1. Cleaning of common areas  
2. Removal of the trash from the building  
3. Repairing of the external electronic system of the house  
4. Checking up on the heating and cooling system of the house  
5. Tuning of all the utility services

If you want some more work to be added to the maintenance of the building, do let me know.

Sincerely,

Name of the sender  
Signatures

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**