Urgent Maintenance Request- - Active Animal in My Ventilation System at 5925 Radecke Avenue, Apt G

From: Fatihah Moore (princezzfabulouze@yahoo.com)

To: garden.village@regionalmgmt.com; t.washington@regionalmgmt.com

Cc: dlewis@regionalmgmt.com

Bcc: info@regionalmgmt.com

Date: Saturday, October 17, 2026 at 02:24 PM EDT

Fatihah Moore

5925 Radecke Avenue, Apt G
862-704-9970
princezzfabulouze@yahoo.com

October 17, 2026

Dear Building Management Team,

I am writing to formally report an urgent maintenance and safety issue in my apartment. **As I am writing this letter, I can actively hear an animal crawling and scratching inside the ventilation system of my unit.**

Because of the immediate nature of this issue, I just called the front office to report it. I spoke with a representative who informed me that she would be putting in a maintenance ticket for my unit. I am following up immediately with this written notice to ensure there is a clear record of the issue and to emphasize that it requires emergency intervention.

Having a wild animal trapped or moving through the air ducts is a major health and safety hazard. It risks damaging the building's infrastructure and compromising the air quality in my home. Furthermore, as I have previously noted, there is already a strong, persistent urine smell accompanying this situation, indicating that the pests have been active in the walls and ceilings for some time.

Please treat this as an emergency priority and dispatch a pest control professional or maintenance team to inspect the ventilation system and remove the animal immediately.

Please reply to this letter right away to confirm receipt and let me know exactly when a technician will be arriving at my apartment.

All communications will also be forwarded to the Inspector at Baltimore City Department of Housing and Development.

Thank you for your prompt attention to this matter.

Sincerely,

Fatihah Moore

If you would like to adjust the letter, let me know:

- If you want to add **specific details about where the noise is loudest** (e.g., bedroom vent, living room ceiling).
- If you want to include **the name of the representative** you spoke with on the phone.

AI can make mistakes, so double-check responses

Try without personalization

Sponsored

To help refine your letter, you can use an AI writing tool to check for grammar and style.

Grammarly

Free AI Letter Writer - AI Letter Generator

Grammarly's AI letter generator helps you create drafts for personal and business letters.