To: Maintenance Department

From: Yifan

Date: October 17, 2023

Subject: Attention Required: Office Move Work Incomplete

Dear Maintenance Department,

I hope this memo finds you well. I am writing to kindly bring to your attention the incomplete work that has been left unaddressed following our recent office move on Thursday morning. Despite prior communication and coordination, it has come to my attention that certain crucial tasks have not been carried out, causing inconvenience and hindering our team's productivity.

I would like to highlight the following issues that require immediate attention:

1. Word processors not wired to the laser printer: Unfortunately, the word processors in our section have not been properly connected to the laser printer. As a result, we are currently unable to print documents directly from the word processors, which is essential for our daily operations. It would be greatly appreciated if this issue could be resolved promptly to ensure a seamless workflow.

2. Improperly built metal bookshelf: Regrettably, the metal bookshelf that was supposed to be assembled during the move has not been built properly. This has resulted in an unstable structure, posing a safety risk to our employees and potentially damaging valuable resources. I kindly request that you send a technician to rectify this issue as soon as possible.

3. Damaged bottom drawer of the filing cabinet: During the move, the bottom drawer of the filing cabinet, which holds our standard forms, was unfortunately damaged and now refuses to open. This has caused significant inconvenience as we rely on these forms for our daily administrative tasks. I urge you to send a technician to repair or replace the drawer promptly, ensuring that it functions properly.

I understand that oversights can occur during such transitions, but it is crucial that these issues are addressed urgently to minimize disruption to our operations. I kindly request that you prioritize these tasks and allocate the necessary resources to rectify the situation promptly.

I would greatly appreciate receiving a confirmation of receipt of this memo and an estimated timeline for when these issues will be resolved. Your prompt attention to this matter is greatly appreciated.

Thank you for your cooperation.

Best regards,

Yifan