

# Maintenance Follow-Up Request

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

From: [Your Name]

Address: [Your Address]

Contact Number: [Your Contact Number]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to follow up on the maintenance request I submitted on [Insert Date of Initial Request] regarding [describe the issue briefly, e.g., a leaky faucet, heating problems, etc.].

As of today, the issue has not yet been addressed, and it is causing [mention any impacts, e.g., inconvenience, damage, etc.]. I would appreciate it if you could provide an update on the status of this request and let me know when I can expect the maintenance to be completed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]