

# Routine Maintenance Inquiry

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

Address: [Landlord/Property Manager's Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to inquire about the upcoming routine maintenance scheduled for the property I am renting at [Your Address]. I would like to confirm the date and time of the maintenance visit, as well as any specific preparations I should make prior to the visit.

Additionally, if there are any particular maintenance tasks that will be addressed, please let me know so I can ensure everything is in order.

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

Best regards,

[Your Name]

[Your Contact Information]