

Tenant Concern Follow-up Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to follow up on my previous concern regarding [brief description of the concern, e.g., "the ongoing water leakage in my apartment" or "the heating issues we discussed"].

As I mentioned in my earlier communication on [date of previous communication], this issue has [explain the impact of the issue briefly, e.g., "been affecting my daily life"] and I would appreciate your timely attention to resolve it.

If you have made any progress or if there are any updates regarding the situation, please let me know. Your assistance in addressing this matter is greatly appreciated.

Thank you for your prompt attention to this concern. I look forward to hearing from you soon.

Sincerely,

[Your Name]