

Dear [Tenant's Name],

I hope this message finds you well. I am writing to follow up regarding the water leak issue you reported on [date of report]. We have since communicated with the maintenance team and would like to provide you with an update on the resolution progress.

As of today, the maintenance team has [describe any actions taken, such as inspections, repairs, or scheduled dates]. We anticipate that the repairs will be completed by [expected completion date]. Please be assured that we are prioritizing this matter to ensure your comfort and safety in your home.

If you have any further concerns or if there are additional issues, please do not hesitate to reach out to me directly at [your contact information]. Your satisfaction is our utmost priority.

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Name]

[Contact Information]