

Dear [Tenant's Name],

We hope this message finds you well. We are writing to sincerely apologize for the recent delay in the maintenance requests you submitted regarding your apartment unit.

Due to unforeseen circumstances, our maintenance team has been unable to address the issues as quickly as we had anticipated. We understand how important it is for you to have these matters resolved and appreciate your patience during this time.

We are actively working to prioritize your request and will ensure that the necessary work is completed shortly. Our goal is to provide you with a comfortable living environment, and we regret any inconvenience this delay may have caused.

Thank you for your understanding and cooperation. If you have any further questions or concerns, please do not hesitate to reach out to us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]