

# Dear Tenants,

We hope this message finds you well. We are writing to address your concerns regarding the recent delays in maintenance services.

We understand that timely maintenance is crucial for your comfort and safety. Unfortunately, due to unforeseen circumstances, including staffing shortages and supply chain issues, some of the repairs have been delayed.

We want to assure you that we are actively working to resolve these issues as quickly as possible. You can expect updates on the status of your maintenance requests at least once a week until they are resolved.

We appreciate your patience and understanding during this time. If you have any further questions or concerns, please feel free to reach out to our office.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]