

# Request for Urgent Attention: Maintenance Service Delay

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

[Landlord/Property Management Company Name]

[Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request updates regarding the maintenance service that has been delayed regarding my unit [Your Unit Number/Address].

On [Date of Initial Request], I reported [briefly describe the issue (e.g., a leaking faucet, broken heater, etc.)], and I was informed that a maintenance team would address this matter by [Promised Date of Completion]. However, as of today, [number of days/weeks] has passed, and the issue remains unresolved, causing inconvenience.

I understand that unforeseen circumstances can arise, but I would appreciate any updates you can provide on the status of the service. It is important to ensure the comfort and safety of all tenants, and timely maintenance is crucial in achieving that.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Unit Number/Address]