

# Follow-Up on Water Leak Repairs

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the water leak repairs that were reported on [insert date of initial report]. It has been [insert duration] since the initial notification, and I wanted to check on the status of the repairs.

The leak is causing [briefly describe any issues caused by the leak, e.g., damage, inconvenience], and I am eager to resolve this matter as soon as possible. Please let me know if there are any updates regarding scheduling the repairs or if there is any additional information you need from my side.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]