

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to follow up regarding the maintenance request for the entrance door that you reported needing repair on [date of initial request]. As of today, I wanted to check in on the status of the repair.

If the door is still malfunctioning or if there are any new issues, please let me know. I want to ensure that the entrance to your home is safe and functioning correctly.

Thank you for your attention to this matter, and I look forward to your response soon.

Sincerely,
[Your Name]