

Letter of Inquiry Regarding Entrance Door Repair

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Landlord's Name or Property Manager's Name],

I hope this message finds you well. I am writing to inquire about the status of the repair for the entrance door at my apartment, [Apartment Number or Address].

Recently, I have noticed that the door is [briefly describe the issue, e.g., difficult to close, not locking properly, etc.], which has raised concerns regarding security and accessibility.

I would appreciate it if you could provide an update on when the repair might be scheduled, as it is becoming increasingly urgent.

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

Sincerely,

[Your Name]

[Your Contact Information]