

# Follow-Up on Window Screen Replacement Inquiry

Dear [Tenant's Name],

I hope this message finds you well. I wanted to follow up regarding your recent inquiry about the replacement of the window screens in your unit.

We appreciate you bringing this matter to our attention, and I would like to confirm that we are in the process of scheduling the necessary repairs. Please let us know your availability so we can arrange a suitable time for the maintenance team to visit.

If you have any additional concerns or questions, feel free to reach out. Thank you for your patience and understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]