

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord/Property Manager's Name]

[Landlord/Property Manager's Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to follow up on the pending repair for the water leak in my rental unit, [Your Apartment/Unit Number], which I reported on [Date of Initial Report]. As of today, I have not received an update regarding the status of the repair.

The leak continues to be a concern, and I appreciate your attention to this matter for the comfort and safety of my living environment. Please let me know when I can expect the repair to be completed or if any additional information is needed from my side.

Thank you for your prompt response to this matter.

Sincerely,

[Your Name]