

Inquiry for Status Update

Date: [Insert Date]

To: [Repair Department or Contact Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Contact Name or "Repair Department"],

I hope this message finds you well. I am writing to inquire about the status of the water leak repair request that I submitted on [Insert Submission Date]. The reference number for this request is [Insert Reference Number].

The leak has persisted, and I am concerned about potential damage to property and further complications. I would appreciate any updates you can provide regarding the scheduling of repairs and any necessary preparations on my part.

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 Phone Number]

[Your Email Address]