

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Property Manager's Name]

[Property Manager's Title]

[Property Manager's Company]

[Property Address]

[City, State, Zip Code]

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to follow up on the plumbing issues that were reported on [date of initial report]. As of today, we have not received any updates regarding the status of the repairs.

Please provide an update on the progress of addressing the plumbing concerns, as this is affecting the comfort and safety of our tenants. It is important for us to ensure that all maintenance issues are resolved promptly.

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

Best regards,

[Your Name]

[Your Title]

[Your Company]