

Follow-Up on Heating System Issues

Date: [Insert Date]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to follow up regarding the heating system issues I reported on [insert date of original report]. The heating system in my unit [insert unit number] has been experiencing [briefly describe the issues, e.g., inconsistent heating, not functioning, etc.], which has made it quite uncomfortable, especially with the colder months approaching.

I appreciate any updates on when a maintenance visit can be expected to resolve this issue. Prompt attention to this matter would be greatly appreciated as it greatly affects my living conditions.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]