

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the window lock repair in my leased home located at [Your Address]. The issue was first reported on [Date of Initial Request], and I wanted to check on the status of the repair.

As you know, having secure window locks is essential for both safety and peace of mind. If there are any updates on the repair schedule or if you need any further information from my side, please let me know.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]