

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to inquire about the timeline for the repair of the window lock in my apartment, [Your Apartment Number]. I reported the issue on [Date of Initial Report], and I would like to know the expected timeframe for the completion of this repair.

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

Best regards,

[Your Name]

[Your Contact Information]

[Date]