

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to inquire about the status of the window lock repair that was reported on [date of initial report]. As the safety and security of my living space are important to me, I would appreciate any updates you can provide regarding the timeline for the repair.

If there are any delays or additional information needed from my side, please let me know.  
Thank you for your attention to this matter.

Best regards,  
[Your Name]  
[Your Address]  
[Your Contact Information]