

Follow-Up on Maintenance Request

Date: [Insert Date]

Dear [Maintenance Team/Manager's Name],

I hope this message finds you well. I am writing to follow up on my previous maintenance request submitted on [Insert Date of Original Request] regarding [describe the issue, e.g., leaky faucet, heating issue].

As of today, I have not received an update on the status of my request, and the issue remains unresolved. I understand that the maintenance team may be busy, but I would appreciate any information you could provide regarding the timeline for addressing this matter.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]