

# **Inquiry Regarding Pending Maintenance Completions**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the status of the pending maintenance completion for [briefly describe the maintenance issue or project]. As of today, I have not received any updates regarding the progress, and I would appreciate any information you can provide.

Understanding the timeline for these repairs is crucial for our planning and operations, so your prompt response would be greatly appreciated.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]