

Maintenance Request Investigation Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Maintenance Request #[Request Number]

Dear [Recipient's Name],

I am writing to provide you with an update regarding the maintenance request submitted on [Insert Date of Request]. We have conducted an investigation into the issue and would like to share our findings with you.

Summary of Investigation:

- Issue Identified: [Description of the issue]
- Date of Investigation: [Insert Date]
- Personnel Involved: [Names or positions of involved personnel]

Findings:

[Details of the findings from the investigation]

Next Steps:

- [Next step/action item]
- [Next step/action item]

We appreciate your patience during this process. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]