

# Request for Timeline on Storm Damage Repairs

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an update regarding the timeline for the repairs following the recent storm damage that affected [specific location or property]. As you may be aware, the damage has greatly impacted our community, and many residents are eager to understand when we can expect the necessary repairs to be completed.

It would be greatly appreciated if you could provide us with a detailed timeline for the anticipated repairs and any additional information regarding the repair process. This information will help us prepare accordingly and maintain open communication within our community.

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

Sincerely,  
[Your Name]