

Common Area Maintenance Follow-Up

Date: [Insert date]

To: [Insert recipient's name]

[Insert recipient's title]

[Insert company/organization name]

[Insert address]

Dear [Recipient's name],

I hope this message finds you well. I am writing to follow up regarding the common area maintenance we discussed on [Insert previous discussion date]. As we agreed upon, the maintenance work should have been scheduled for completion by [Insert deadline].

Could you please provide an update on the progress of the maintenance tasks? We are eager to ensure that our common areas remain clean and well-maintained for the enjoyment of all tenants and visitors.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]