

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the repair of the fence at my property located at [Your Address]. I initially reached out to you on [Date of Initial Request] and wanted to check on the status of that request.

The condition of the fence has deteriorated further, and I am eager to get this issue resolved as soon as possible. If you could provide me with an update on the timeline for the repairs, I would greatly appreciate it.

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

Sincerely,

[Your Name]