

# Property Maintenance Request Follow-Up

Date: [Insert Date]

To: [Maintenance Team/Property Manager]

From: [Your Name]

Property Address: [Your Property Address]

Dear [Maintenance Team/Property Manager],

I hope this message finds you well. I am writing to follow up on my previous maintenance request submitted on [Insert Original Request Date] regarding [Specify Issue]. I want to ensure that my request is being processed and to get an update on the status of the repair work.

As a reminder, the issue involves [Briefly Explain the Issue]. This situation has [Explain any impact, e.g., caused inconvenience, affected living conditions, etc.].

Could you please provide me with an update or an estimated timeline for the repairs? Your assistance in addressing this matter would be greatly appreciated.

Thank you for your attention and prompt response.

Sincerely,

[Your Name]

[Your Contact Information]