

Property Maintenance Request Follow-Up

Date: [Insert Date]

To: [Property Manager's Name]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to follow up on my previous maintenance request submitted on [insert date of original request] regarding the following issues that require attention:

- [Issue 1 Description]
- [Issue 2 Description]
- [Issue 3 Description]

I understand that these matters take time to address, but I would greatly appreciate any updates on the status of my request as these issues have been causing [mention any inconvenience or problems].

If you need any further information from my side to expedite the process, please don't hesitate to reach out.

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

Sincerely,

[Your Name]