

Property Maintenance Request Follow-Up

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

Your Contact Information: [Insert Your Phone/Email]

To: [Property Manager's Name]

[Property Management Company Name]

[Company Address]

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to follow up on my previous maintenance requests regarding [briefly describe the issue, e.g., "leaky faucets in my apartment"] which I submitted on [insert date of original request]. As of today, I have not received any updates regarding the status of this issue.

This ongoing problem has been [explain how it affects you, e.g., "causing inconvenience and potential damage"]. I would appreciate it if you could provide me with an update on the progress of my request and an estimated timeline for resolution.

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

Sincerely,

[Your Name]