

# Property Maintenance Request Follow-Up

Date: [Insert Date]

To: [Maintenance Team/Service Provider]

From: [Your Name]

Property Address: [Your Address]

Dear [Maintenance Team/Service Provider],

I hope this message finds you well. I am writing to follow up on my previous maintenance request regarding [briefly describe the issue, e.g., 'the leaky faucet in the kitchen'] that was scheduled for service on [insert scheduled date].

As of today, I have not yet received confirmation of the completed work or any updates regarding the status of the repairs. Please let me know if the service is still on track, or if there are any issues that I should be aware of.

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

Best regards,

[Your Name]

[Your Contact Information]