

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Maintenance Team/Concerned Person]

[Their Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to follow up on the maintenance issues that were previously reported on [insert date of original report]. Despite our earlier communication, the following issues remain unresolved:

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

We appreciate your prompt attention to these matters, as they are impacting our [work environment/productivity/safety]. Please provide us with an update regarding the status of these issues at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]