

Property Maintenance Follow-Up

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to follow up on the maintenance request you submitted on [Insert Request Date] regarding [Brief Description of the Issue].

We would like to inform you that we have scheduled our maintenance team to address this issue on [Insert Scheduled Date and Time]. Please let us know if this time is convenient for you, or if you need to reschedule.

Thank you for your cooperation and patience as we work to resolve this matter. Should you have any further questions or concerns, please do not hesitate to reach out to us.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]