

# Follow-Up on Maintenance Request

Date: [Insert Date]

To: [Recipient Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient 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 [brief description of the issue]. As of today, I have not yet received any updates or confirmation of action taken.

Given the urgency of the matter, I would appreciate it if you could provide me with the status of the maintenance action planned. Timely intervention is crucial to ensure [brief explanation of impact, e.g., safety, functionality, etc.].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]