

Maintenance Follow-Up

Date: [Insert Date]

To: [Maintenance Team/Manager's Name]

From: [Your Name/Room Number]

Dear [Maintenance Team/Manager's Name],

I hope this message finds you well. I am writing to follow up on the maintenance request submitted on [Insert Date of Original Request] regarding the issues in my room [Insert Room Number]. The specific issues were [briefly describe the issues, e.g., leaking faucet, heating problem, etc.].

I would like to know the status of this request, as the issues persist and are affecting my comfort and living conditions. If a technician is scheduled to address these problems, please let me know the expected date and time.

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

Sincerely,

[Your Name]

[Your Contact Information]