

[Date]

[Tenant Name]

[Unit Number]

[Property Name]

Dear Resident,

This is a follow-up regarding the recent repairs completed in the common area located at: **[Specific Location, e.g., Lobby, Laundry Room, Hallway]**.

Our maintenance team completed work on **[Date of Completion]** involving **[Brief Description of Work, e.g., lighting replacement, flooring repair]**. We aim to provide a safe and comfortable living environment, and your feedback is essential to our quality control.

Please let us know if you have any comments regarding the quality of the repair or if you have noticed any remaining issues in that area. You can reach the management office at **[Phone Number]** or via email at **[Email Address]**.

Thank you for your patience during the repair process and for being a valued resident.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]