

[Date]

[Tenant Name]

[Unit Number/Address]

[City, State, Zip Code]

Dear [Tenant Name],

I am writing to follow up on the repair work recently completed for: **[Description of Issue/Repair]**.

We sincerely apologize for the delay in resolving this matter. We understand that maintenance issues can be disruptive, and we appreciate your patience while we worked to secure the necessary [parts/labor/permits] to finalize the job.

Our records indicate that the work was completed on [Date of Completion]. We want to ensure that the repair was handled to your satisfaction. Please take a moment to confirm the following:

- Is the issue fully resolved?
- Is the work area clean and free of debris?
- Do you have any remaining concerns regarding this specific request?

If there are any outstanding issues, please contact the management office immediately at [Phone Number] or [Email Address].

Thank you for your continued residency and for bearing with us during this delay.

Best regards,

[Your Name/Property Manager Name]

[Property Management Company/Landlord Name]