

[Date]

[Tenant Name]

[Unit Number]

[Property Name/Address]

Dear [Tenant Name],

This letter is regarding the maintenance request you submitted on [Date] for [Description of Repair]. Our records indicate that the work was completed on [Completion Date] by [Technician Name/Company].

We want to ensure that the repair was performed to your satisfaction. Please take a moment to let us know if:

- The initial issue has been fully resolved.
- The work area was left clean and tidy.
- The technician was professional and arrived on time.

If you are still experiencing issues or if you are unsatisfied with the repair, please contact our office immediately at [Phone Number] or [Email Address] so we can address the matter.

Thank you for being our resident.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]