

[Date]

[Tenant Name]

[Unit Number/Address]

[City, State, Zip Code]

Subject: Follow-up regarding HVAC repair in your unit

Dear [Tenant Name],

Our records indicate that repair work was recently performed on the heating and cooling (HVAC) system in your unit on [Date of Repair].

The comfort of our tenants is our priority. We are writing to ensure that the system is currently functioning to your satisfaction and that the issue has been fully resolved. Please let us know if you are experiencing any further problems with the temperature control, airflow, or unusual noises.

If the system is not working properly, or if you have feedback regarding the service technician's visit, please contact the management office at [Phone Number] or reply to this email at [Email Address].

If everything is working well, no further action is required on your part.

Thank you for your patience during the repair process.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]