

[Date]

[Tenant Name]

[Unit Number/Address]

[City, State, Zip Code]

Subject: Follow-Up: Completion of [Appliance Type] Repair

Dear [Tenant Name],

Our records indicate that the repair for your [Appliance Type, e.g., Refrigerator/Oven] was completed on [Date of Repair] by [Name of Technician/Company].

We are writing to confirm that the appliance is now functioning correctly. Your satisfaction and comfort in your home are important to us. Please take a moment to let us know if:

- The appliance is currently working as expected.
- The work area was left clean and tidy.
- You have any remaining concerns regarding this specific repair.

If the issue persists or if you are not satisfied with the repair, please contact the management office immediately at [Phone Number] or [Email Address].

Thank you for your cooperation and for being a valued resident.

Best regards,

[Your Name/Signature]

[Property Management Name/Landlord Name]