

Date: [Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Follow-Up Regarding Recent Repairs and Inspection

Dear [Tenant Name],

Following the recent routine inspection and the subsequent repairs completed on [Date of Repair], we are writing to ensure that everything is functioning correctly and meets your expectations.

Our records indicate that the following work was performed:

[List of Repairs, e.g., Leaking faucet repair, HVAC filter replacement]

Please take a moment to let us know if:

- The identified issues have been fully resolved.
- The work area was left clean and orderly.
- There are any remaining concerns regarding these specific repairs.

Your satisfaction and the condition of your home are important to us. If you have any feedback or if the issue persists, please contact our office at [Phone Number] or [Email Address] within the next [Number] days.

Thank you for your cooperation and for helping us maintain the property.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]