

[Date]

[Tenant Name]  
[Tenant Address]  
[Unit Number]

Dear [Tenant Name],

This letter is regarding the recent repair work completed at your residence on [Date of Service] by our third-party vendor, [Vendor Name], concerning [Description of Repair].

Our goal is to ensure that all maintenance requests are handled professionally and to your satisfaction. Please take a moment to provide feedback on the following:

- Was the vendor professional and courteous?
- Was the work completed to your satisfaction?
- Did the vendor leave the work area clean?
- Are there any remaining issues regarding this specific repair?

If the issue has not been fully resolved, or if you have additional comments, please contact our office at [Phone Number] or [Email Address] within [Number] days.

Thank you for your cooperation and for helping us maintain the quality of your home.

Sincerely,

[Your Name/Property Manager Name]  
[Management Company Name]