

[Date]

[Tenant Name]

[Unit Number/Address]

[City, State, Zip Code]

Subject: Follow-Up Regarding Water Leak Repair

Dear [Tenant Name],

Our records indicate that the reported water leak in your unit was recently repaired on [Date of Repair]. We are writing to ensure that the issue has been fully resolved to your satisfaction.

Please take a moment to confirm the following:

- Is the leak completely stopped?
- Are there any remaining signs of moisture or water damage?
- Was the work area left clean and in good condition?

If you are still experiencing issues or if you have any concerns regarding the quality of the repair, please contact the management office immediately at [Phone Number] or [Email Address].

If everything is functioning correctly, no further action is required from your side. Thank you for your patience and cooperation during the repair process.

Best regards,

[Your Name/Property Manager Name]

[Management Company Name]