

Polite Follow Up Email About an Unresolved Service Complaint

Subject: Request for Update on My Previous Complaint

Dear [Manager's Name],

I hope you are doing well. I am writing to follow up on the service complaint I submitted last week regarding the poor maintenance work carried out by your team at my apartment. Unfortunately, I have not yet received any feedback or resolution.

I completely understand that your team may be handling multiple issues, but I would appreciate a quick update on when the matter might be resolved. I am confident that with your attention, the issue can be handled effectively.

Thank you for your time and assistance. I look forward to hearing from you soon.

Warm regards,

[Your Name]

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