

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

We have recently responded to a service request from you to repair your _____. On previous occasions, we have sent service representatives to your apartment to repair this item. Each time, the service representative has indicated that there has been no problem with the equipment. We will be glad to continue to respond to your requests for service; however, if no problem is found when the worker inspects the equipment, you will be charged for the service call.

If you have any questions, please call the «mgmt_company» Maintenance Department.

Sincerely,

«mgmt_company»
Maintenance Department