

Response to Tenant Inquiry

Date: [Insert Date]

From: [Landlord's Name]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

Thank you for reaching out regarding your recent inquiry about [specific issue or request]. We appreciate your communication and are committed to ensuring a comfortable living experience for all our tenants.

In response to your inquiry, [provide a detailed response or information regarding the issue]. We hope this addresses your concerns. If you have any further questions or need additional assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Landlord's Name]

[Landlord's Contact Information]