

Tenant Issue Response

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

Thank you for bringing your concerns to our attention regarding [specific issue, e.g., maintenance, noise, etc.]. We take all tenant issues seriously and strive to address them promptly.

We have investigated the matter and would like to update you on the steps we are taking:

- [Action 1]
- [Action 2]
- [Action 3]

We appreciate your patience in this matter. If you have any further questions or require additional assistance, please feel free to contact us at [Contact Information] or [Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]