

# Tenant Maintenance Approval Letter

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We have received your request for maintenance regarding [brief description of the issue, e.g., "the leaking faucet in the kitchen"]. After reviewing your request, we are pleased to inform you that we approve the necessary maintenance work.

The maintenance will be performed by [Maintenance Company/Person's Name] on [scheduled date or time]. Please ensure that you are available for the maintenance as it may require access to your unit.

If you have any further questions or concerns, please feel free to reach out to us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Landlord's Name]

[Landlord's Contact Information]

[Property Management Company Name, if applicable]