

Repair Request Acceptance

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Tenant Address: [Insert Tenant Address]

Dear [Tenant Name],

We have received your request for repairs dated [Insert Request Date] regarding the following issues:

- [Issue 1]
- [Issue 2]
- [Issue 3]

We are pleased to inform you that your request has been accepted, and we will proceed with the necessary repairs. The maintenance team will visit your home on [Insert Visit Date] to address the concerns mentioned above.

Should you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]