

Repair Request Confirmation

Dear [Tenant's Name],

Thank you for reaching out regarding the repair request for your unit. We have received your request submitted on [Date], concerning the issue of [Brief Description of the Issue].

We are currently reviewing the details of your request and will arrange for a maintenance team to assess the situation as soon as possible. You can expect a follow-up call or email from us by [Expected Response Time].

If you have any additional information or concerns, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]