

Service Resolution Acknowledgment

Date: [Insert Date]

Dear [Customer Name],

We are writing to acknowledge the recent maintenance issue reported on [Insert Date of Complaint]. We appreciate your prompt communication regarding this matter.

We have reviewed your case and have initiated the necessary actions to resolve the issue. Our maintenance team has been assigned and will address the problem by [Insert Expected Resolution Date].

Your satisfaction is very important to us. If you have any further questions or require additional assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding and patience as we work to resolve this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]