

Acknowledgment of Maintenance Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Thank you for your inquiry regarding the maintenance issues at [Property/Facility Name]. We acknowledge the receipt of your request dated [Date of Request] and appreciate you bringing this matter to our attention.

Our maintenance team is currently reviewing your inquiry and will take the necessary steps to address the concerns you have raised. We aim to provide a resolution as soon as possible and will keep you updated on our progress.

If you have any further questions or need additional information, please do not hesitate to reach out to us at [Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]