

Maintenance Request Confirmation

Dear [Recipient's Name],

We would like to confirm that we have received your maintenance request submitted on [Submission Date]. Your request has been assigned the reference number [Reference Number].

Our maintenance team will review your request and contact you within [Time Frame] to discuss the next steps.

Thank you for your attention. If you have any further questions, feel free to reach out to us at [Contact Information].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]