

# Maintenance Inquiry Acknowledgment Receipt

Date: **[Insert Date]**

Dear [Name],

Thank you for reaching out to us regarding your maintenance inquiry. This letter serves as an acknowledgment of receipt of your request received on **[Insert Request Date]**.

We are currently reviewing your inquiry and will provide you with an update within **[Insert Time Frame]**.

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

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]