

Maintenance Issue Acknowledgment

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

Thank you for bringing the maintenance issue to our attention. We acknowledge the receipt of your request regarding [specific maintenance issue description].

Our maintenance team will review the issue and will contact you shortly to schedule a visit. We appreciate your patience as we work to resolve this matter promptly.

If you have any further questions or concerns, please feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]