

Maintenance Request Acceptance Notification

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you that your maintenance request submitted on [Insert Request Date] has been received and accepted. Our maintenance team is scheduled to address the issue on [Insert Date of Maintenance].

Please ensure that the area is accessible for our maintenance personnel. If you have any questions or require further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]