

Maintenance Request Receipt Confirmation

Date: [Insert Date]

Dear [Tenant/Resident Name],

Thank you for submitting your maintenance request. This is to confirm that we have received your request regarding the following issue:

Description of the Issue: [Insert Issue Description]

Your request has been assigned to our maintenance team, and we will address it as soon as possible. You can expect to hear back from us within [Insert Time Frame].

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

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]