

# Maintenance Request Verification Notice

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you that we have received your maintenance request submitted on [Insert Request Date] regarding [Insert Description of the Issue]. We are currently in the process of verifying the details of your request.

Our maintenance team will contact you within [Insert Time Frame] to discuss the next steps. If you have any urgent concerns, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]