

Maintenance Service Request Acceptance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that your maintenance service request submitted on [Insert Request Date] has been accepted. Our team is scheduled to address the maintenance issue you reported regarding [Insert Description of the Issue].

Our maintenance staff will arrive at your location on [Insert Scheduled Date] at [Insert Scheduled Time] to perform the necessary work. Please ensure that access is available at that time.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]