

Service Request Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We would like to acknowledge receipt of your service request regarding maintenance for [specific issue or item]. Your request has been logged under the reference number [Reference Number].

Our maintenance team will review your request and take the necessary actions to address the issue. You can expect to hear from us within [insert time frame] for further updates.

Thank you for bringing this matter to our attention. If you have any questions or need to provide additional information, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]