

Communication Regarding Maintenance Request

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

From: [Maintenance Coordinator's Name]

[Company Name]

[Company Address]

Email: [Email Address]

Phone: [Phone Number]

Dear [Tenant's Name],

Thank you for reaching out regarding your maintenance request. We value your feedback and are committed to ensuring that your living experience is comfortable and enjoyable.

Your request regarding [specific issue] received on [date of request] has been noted, and we have scheduled a maintenance visit on [scheduled date and time]. Our technician will address the issue and ensure everything is resolved to your satisfaction.

If you have any further questions or concerns, please feel free to contact me directly at [phone number] or [email address].

Thank you for your cooperation.

Sincerely,

[Maintenance Coordinator's Name]

[Title]