

Tenant Acknowledgment of Repair Request

Date: [Insert Date]

Dear [Tenant's Name],

We have received your request regarding the air conditioning repair in your unit ([Unit Number]). We understand the importance of having a functional air conditioning system, especially during this season.

Our maintenance team will assess the situation and schedule a repair as soon as possible. You will receive a follow-up notification with the details of the service date and time.

Thank you for your patience and cooperation. If you have any further questions, please feel free to contact us.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]