

# Approval Letter

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We are pleased to inform you that your request for the replacement of window screens in your unit has been approved. We appreciate you bringing this matter to our attention.

The replacement will be scheduled for [insert date] and will be carried out by [insert maintenance team or contractor name]. Please ensure that access to the property is available on that date.

If you have any questions or need further assistance, feel free to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]