

Maintenance Request Acknowledgment

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We would like to acknowledge the receipt of your maintenance request submitted on [Insert Request Date]. We appreciate you bringing this matter to our attention.

Your request regarding [briefly describe the nature of the maintenance request] has been noted, and we are currently in the process of arranging for the necessary repairs. Our maintenance team will be in touch soon to schedule a convenient time for their visit.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]