

Property Repair Acknowledgment

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We are writing to acknowledge the receipt of your request for repairs at [Property Address]. We understand the importance of maintaining a comfortable and safe environment and appreciate you bringing this matter to our attention.

In response to your request dated [Insert Request Date], we have scheduled the necessary repairs for the following issues:

- [Description of Issue 1]
- [Description of Issue 2]
- [Description of Issue 3]

The repair work is scheduled to be conducted on [Insert Date of Repair Work]. Our maintenance team will ensure that the repairs are handled promptly and with minimal disruption to your business operations.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]