

Property Repair Acknowledgment

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Subject: Acknowledgment of Repair Request

Dear [Tenant's Name],

Thank you for your patience regarding the repair request submitted on [Insert Date of Request]. We acknowledge that there has been a delay in responding to your concern about [Describe the Repair Issue].

Please rest assured that we are prioritizing your request. Our maintenance team is currently assessing the situation, and we expect to have a resolution by [Insert Expected Resolution Date].

We apologize for any inconvenience this may have caused and appreciate your understanding in this matter. If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company/Property Management Name]

[Contact Information]