

Home Address: [Landlord's Address]

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We are writing to acknowledge the receipt of your request for property repairs dated [Insert Date of Request]. We appreciate your timely communication regarding the issues you are facing.

The following repairs have been noted:

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

We are committed to addressing these issues promptly. After evaluating the request, we will arrange for a maintenance technician to assess the situation and perform the necessary repairs. We will keep you informed of the timeline for these repairs.

If you have any further questions or additional issues arise, please do not hesitate to contact us at [Landlord's Phone Number] or [Landlord's Email Address].

Thank you for your cooperation.

Sincerely,

[Landlord's Name]

[Landlord's Contact Information]