

# Property Repair Acknowledgment

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

This letter serves as an acknowledgment of your request for repairs at the property located at [Property Address]. We have received your complaint regarding [specific issue, e.g., leaking faucet, broken heater], reported on [date of request].

We are committed to maintaining the property in good condition, and we appreciate your prompt communication concerning these repairs. We plan to address the issue by [insert proposed date for repairs] and will notify you in advance of the scheduled repair work.

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

Thank you for your understanding and cooperation.

Sincerely,

[Landlord's Name]

[Landlord's Signature]

[Landlord's Position, if applicable]