

Property Repair Acknowledgment

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We are writing to acknowledge the receipt of your request for routine maintenance repairs at your property, located at [Property Address]. We appreciate your diligence in bringing these matters to our attention.

Our maintenance team has been notified and will be addressing the following issues:

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

Please be assured that we are committed to maintaining the property in a safe and functional condition. Our maintenance team will be scheduled to carry out the necessary repairs on [Insert Date/Time].

If you have any questions or need further assistance, please feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]

[Contact Information]