

Property Repair Acknowledgment

Date: **[Insert Date]**

To: **[Tenant's Name]**

Address: **[Tenant's Address]**

Dear **[Tenant's Name]**,

We are writing to acknowledge your request for repairs at the property located at **[Property Address]**. We have scheduled the necessary repair work as follows:

- **Repair Type:** **[Description of repair]**
- **Scheduled Date:** **[Insert Date]**
- **Contractor/Repair Person:** **[Name of Contractor]**
- **Time:** **[Insert Time]**

Please ensure that the premises are accessible for the scheduled repairs. If you have any questions or need to reschedule, feel free to contact us at **[Your Contact Information]**.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]

[Contact Information]