

# Property Repair Acknowledgment Letter

Date: [Insert Date]

To,

[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Dear [Tenant's Name],

We acknowledge the receipt of your request regarding the repair needed at the property located at [Property Address]. We take your concerns seriously and appreciate you bringing this matter to our attention.

Please be informed that we have scheduled a maintenance team to address the issue. The details are as follows:

- **Repair Type:** [Description of Repair]
- **Scheduled Date:** [Date of Scheduled Repair]
- **Maintenance Contact:** [Contact Information of the Maintenance Team]

If you have any further questions or additional concerns, please do not hesitate to reach out to us.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Title]  
[Property Management Company Name]  
[Contact Information]