

Instant Repair Coordination

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you that we have received your request for immediate repair coordination regarding the issue you reported on [Insert Date of Report]. Our team is committed to resolving this matter as swiftly as possible.

Details of the Issue:

- Description: [Insert Description of the Issue]
- Location: [Insert Location]
- Date Reported: [Insert Date]

Our repair team will be contacting you within [Insert Time Frame] to schedule a visit and address the issue directly. Please ensure that someone is available to grant access to the premises. If you have alternative accommodation arrangements, kindly inform us.

Thank you for your prompt attention to this matter. Should you have any questions, feel free to reach us at [Insert Phone Number] or [Insert Email Address].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]