

Resolution Letter for Tenant Repair Requests

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Address: [Insert Tenant Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Tenant Name],

We have received your repair request dated [Insert Request Date] regarding [Insert Description of Issue]. We appreciate your communication and would like to address the situation.

Upon reviewing your request, we have concluded that:

- [Detailed finding 1]
- [Detailed finding 2]

To resolve this matter, we will take the following actions:

- [Action 1: Description of what will be done]
- [Action 2: Description of what will be done]

We aim to complete these repairs by [Insert Expected Completion Date]. If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your patience and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]