

Property Maintenance Confirmation

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to confirm that the following maintenance work has been completed at your property:

- Maintenance Task: [Description of Work Done]
- Date Completed: [Completion Date]
- Technician: [Name of Technician]

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]