

Letter of Acknowledgment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to acknowledge the receipt of your request for maintenance services submitted on [Insert Request Date]. We appreciate your attention to maintaining your property.

Please be assured that your request has been logged and will be processed promptly. Our team will review the details and get back to you with a proposed schedule for the maintenance services.

If you have any urgent concerns, don't hesitate to contact us at [Contact Number] or [Email Address].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]