

Confirmation of Maintenance Service Submission

Date: [Insert Date]

To: [Client's Name]

From: [Your Company's Name]

Subject: Confirmation of Maintenance Service Request

Dear [Client's Name],

We are writing to confirm the receipt of your maintenance service request submitted on [Insert Submission Date]. Your request has been logged and is currently being processed.

Details of the Service Requested:

- Service Type: [Insert Service Type]
- Scheduled Date: [Insert Scheduled Service Date]
- Location: [Insert Location]

Our team will reach out to you shortly to confirm the details and provide you with any further updates. If you have any questions in the meantime, please do not hesitate to contact us at [Insert Contact Information].

Thank you for choosing [Your Company's Name]. We look forward to serving you.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]