

Confirmation of Maintenance Service Request

Date: [Date]

Dear [Customer Name],

We are writing to confirm that we have received your maintenance service request submitted on [Submission Date].

Your request reference number is: **[Reference Number]**.

Our maintenance team will review your request and contact you shortly to schedule a visit.

If you have any questions, please do not hesitate to reach out to us at [Contact Information].

Thank you for choosing our services.

Sincerely,

[Your Company Name]

[Your Position]

[Contact Information]