

Maintenance Request Receipt Confirmation

Dear [Requestor's Name],

We have received your maintenance request submitted on [Submission Date]. Below are the details of your request:

- **Request ID:** [Request ID]
- **Description:** [Description of the issue]
- **Location:** [Location]
- **Submitted By:** [Submitted By]
- **Status:** Pending

Our maintenance team will review your request and get back to you shortly. If you have any questions or need to provide further information, please feel free to reach out to us at [Contact Information].

Thank you for bringing this to our attention.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]