

# Maintenance Service Inquiry Acknowledgment

Date: [Insert Date]

Dear [Customer Name],

Thank you for reaching out to us regarding your maintenance service inquiry. We would like to acknowledge the receipt of your request and assure you that it is being processed.

Your inquiry details are as follows:

- Service Requested: [Insert Service]
- Property Address: [Insert Address]
- Date of Inquiry: [Insert Date]

We strive to respond to all inquiries within [Insert Time Frame]. A member of our team will contact you shortly to discuss your needs in detail.

If you have any urgent questions or concerns, please feel free to reach out to us at [Insert Phone Number] or [Insert Email Address].

Thank you for choosing our services. We look forward to assisting you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]