

Maintenance Support Request Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We would like to acknowledge the receipt of your maintenance support request submitted on [Insert Date]. Your request has been logged under the reference number [Insert Reference Number].

Our maintenance team will review your request and prioritize it based on urgency. We aim to address your issue within [Insert Timeframe]. Should you have any questions or need further assistance, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]