

Receipt of Maintenance Service Request

Date: **[Insert Date]**

To: **[Client's Name]**

Address: **[Client's Address]**

Dear **[Client's Name]**,

We would like to confirm receipt of your maintenance service request submitted on **[Insert Request Date]**. Your request will be processed shortly, and you can expect to hear from us within **[Insert Time Frame]**.

Details of your request:

- **Service Requested:** [Description of Service]
- **Requested Date:** [Insert Requested Date]
- **Reference Number:** [Insert Reference Number]

If you have any further questions or need immediate assistance, please do not hesitate to contact us at **[Insert Contact Information]**.

Thank you for choosing our services!

Sincerely,

[Your Company Name]

[Your Company Contact Information]