

Maintenance Request Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

Thank you for your recent communication regarding maintenance issues in your unit. We take these matters seriously and would like to ensure that any concerns you have are addressed promptly.

Details of the reported maintenance issue:

- Issue Description: [Insert Issue]
- Date Reported: [Insert Date]

We have scheduled a maintenance visit on [Insert Date] between [Insert Time] to assess and resolve the issue. Please ensure that you are available during this time, or notify us if alternative arrangements are necessary.

Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Landlord/Management Company Name]

[Contact Information]