

# Repair Request Acknowledgment

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Address: [Insert Tenant Address]

Dear [Tenant Name],

Thank you for your recent repair request submitted on [Insert Request Date]. We acknowledge that we have received your request and appreciate your prompt communication regarding the issue.

Your request for the following repair has been noted:

- [Insert Description of Repair Needed]

We are currently in the process of scheduling the necessary repairs and will notify you as soon as we have an appointment set. Please feel free to reach out if you have any questions or require further assistance in the meantime.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Property Management Company Name]