

# Repair Request Approval

Date: [Date]

Tenant Name: [Tenant Name]

Tenant Address: [Tenant Address]

Landlord Name: [Landlord Name]

Landlord Address: [Landlord Address]

Dear [Tenant Name],

We have received your repair request dated [Request Date] regarding the issue of [Description of Repair Issue]. After reviewing your request, we are pleased to inform you that we have approved the necessary repairs.

The repairs will be carried out by [Name of Repair Service/Contractor] on [Date of Repair]. Please ensure that access to the property is available during the scheduled date.

If you have any questions or require further assistance, feel free to contact us at [Landlord Contact Information].

Thank you for your prompt communication regarding this matter.

Sincerely,

[Landlord Name]

[Landlord Signature]