

Maintenance Request Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We would like to confirm that we have received your maintenance request submitted on [Insert Request Date] for [Specify Issue/Area]. Our maintenance team is currently reviewing your request and will address the matter promptly.

Expected time for resolution: [Insert Timeframe].

If you have any further questions, please feel free to contact us at [Insert Contact Information].

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]