

[Date]

[Tenant/Customer Name]

[Address]

[City, State, Zip Code]

Subject: Acknowledgement of Appliance Repair Request - [Ticket Number]

Dear [Tenant/Customer Name],

This letter is to confirm that we have received your maintenance request regarding the [Appliance Name, e.g., Refrigerator/Dishwasher] at the address listed above.

The details of your request are as follows:

- **Request Date:** [Date of Request]
- **Issue Reported:** [Brief Description of Problem]
- **Assigned Technician:** [Technician Name/Company, if known]

We have scheduled a technician to visit your property on **[Date]** between the hours of **[Time Window]**. Please ensure that an adult is present or that we have been granted access to the premises at that time.

If you need to reschedule or have any further questions, please contact our office at [Phone Number] or [Email Address].

Thank you for your patience as we work to resolve this matter.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Contact Information]