

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Acknowledgement of Exterior Maintenance Request - [Property Address/Unit Number]

Dear [Tenant Name],

This letter is to confirm that we have received your maintenance request dated [Date of Request] regarding the following exterior issue(s):

[Brief description of the issue, e.g., roof leak, gutter damage, lawn maintenance, or fence repair]

We have assigned a work order for this request. Our maintenance team or an outside contractor will be visiting the property to inspect or perform the necessary repairs on:

Scheduled Date: [Date]

Estimated Time Window: [Time Range]

Since the work is being performed on the exterior of the property, you do not need to be present for the repairs to be completed. However, please ensure that any pets are kept indoors and that gates or access points are unlocked during this time.

If the repair is weather-dependent and needs to be rescheduled due to rain or high winds, we will notify you of the new date as soon as possible.

Thank you for bringing this matter to our attention. If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]