

[Date]

[Tenant Name]

[Tenant Address]

[Unit Number]

Subject: Acknowledgement of Pest Control Maintenance Request

Dear [Tenant Name],

We have received your maintenance request regarding [Type of Pest, e.g., ants, rodents, insects] reported on [Date of Request].

Please be advised that a professional pest control technician has been scheduled to inspect and treat your unit on:

Date: [Service Date]

Estimated Time: [Service Window, e.g., 9:00 AM - 12:00 PM]

To ensure the treatment is effective, please complete the following preparations before the technician arrives:

- [Preparation Instruction 1]
- [Preparation Instruction 2]
- [Preparation Instruction 3]

If you have pets, please ensure they are secured in a crate or removed from the premises during the service time. An authorized representative of [Property Management Name] will accompany the technician if you are not home to provide access.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]