

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**Subject: Acknowledgement of Scheduled Maintenance Appointment**

Dear [Tenant Name],

This letter is to confirm that we have received your maintenance request regarding [Brief Description of Issue] at your residence.

As discussed, a maintenance technician is scheduled to visit your unit on the following date and time:

- **Scheduled Date:** [Date of Appointment]
- **Arrival Window:** [Start Time] to [End Time]
- **Technician Name/Company:** [Name of Technician/Company]

Please ensure that an adult is present to provide access to the unit, or ensure that [Property Manager/Landlord] has permission to enter using a master key if you will not be home.

To prepare for this visit, we kindly ask that you:

- Clear the area around the [Location of Repair] for easy access.
- Secure any pets in a separate room or crate.

If you need to reschedule this appointment, please contact us at [Phone Number] or [Email Address] at least 24 hours in advance.

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Property Management Name/Landlord Name]

[Contact Information]