

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

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

Dear [Tenant Name],

This letter is to acknowledge that we have received your maintenance request submitted on [Date Request Received] regarding [Brief Description of Issue, e.g., leaky faucet in kitchen].

We have assigned work order number #[**Work Order Number**] to this request. Our maintenance team has been notified and is currently processing the task.

Under our standard routine maintenance policy, we aim to address these issues within [Number] business days. A technician will contact you shortly to schedule a convenient time for the repair, or will enter the premises during standard business hours if you have already provided entry consent.

If you have any questions or if the situation worsens, please contact our office at [Phone Number] or [Email Address].

Thank you for your patience and for bringing this to our attention.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]