

[Date]

[Tenant Name]  
[Tenant Address]  
[Unit Number]

**Subject: Acknowledgement of Maintenance Request - [Issue Description]**

Dear [Tenant Name],

We have received your maintenance request submitted on [Date] regarding [Description of issue].

After reviewing the details of the request and your lease agreement, we have determined that this specific repair falls under tenant responsibility. According to [Section/Clause Number] of your lease, the tenant is responsible for the upkeep and repair of [Specific Item/Area].

As a result, you will need to arrange for this repair at your own expense. You may choose to:

- Repair the issue yourself, provided it meets professional standards.
- Hire a licensed professional to complete the work.
- Request that our maintenance team performs the repair for a service fee of [Amount], plus the cost of materials.

If you would like our team to handle the repair for the fee mentioned above, please sign and return the attached authorization form by [Date].

Please ensure this issue is addressed promptly to prevent any further damage to the property. If you have any questions regarding this assessment, please contact the management office at [Phone Number] or [Email].

Sincerely,

[Your Name/Property Manager Name]  
[Company Name]