

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Maintenance Assignment - [Property Address / Work Order Number]

Dear [Vendor Contact Name],

This letter serves as formal acknowledgement and assignment of the following maintenance request:

- **Property Address:** [Full Address]
- **Tenant Name:** [Name]
- **Tenant Phone:** [Phone Number]
- **Description of Issue:** [Brief description of the repair needed]
- **Priority Level:** [Emergency / Standard / Low]

Please contact the tenant directly within [Number] hours to schedule a time for the inspection or repair. Once the work is completed, please submit your itemized invoice referencing the work order number above to [Email Address/Department].

If the estimated cost of repair exceeds \$[Amount], please contact our office for approval before proceeding with the work.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]