

Date: [Date]

To: [Tenant Name]

Property Address: [Rental Property Address]

Subject: Acknowledgment of Plumbing Repair Request

Dear [Tenant Name],

This letter is to confirm that we have received your maintenance request regarding the plumbing issue at your residence, specifically: [Description of plumbing problem, e.g., leaking sink/clogged drain].

We have scheduled a repair technician to visit the property on:

Date: [Date of Repair]

Estimated Time: [Time Window]

Please ensure that the technician has access to the premises at this time. If you have pets, please make sure they are secured. If you will not be home, we will use our management key to enter and perform the necessary work unless you notify us otherwise.

If the scheduled time does not work for you, please contact us immediately at [Phone Number] or [Email Address] to reschedule.

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name/Management Company Name]

[Contact Information]