

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**Subject: Acknowledgment of Maintenance Request - [Unit Number/Address]**

Dear [Tenant Name],

This letter is to confirm that we have received your maintenance request submitted on [Date of Request] regarding the following issue(s):

[Brief Description of Maintenance Issue, e.g., Leaking kitchen faucet]

We have assigned reference number #[Work Order Number] to this request. Our maintenance team has been notified and is currently reviewing the requirements to complete the repair.

**Next Steps:**

- A technician is scheduled to inspect or repair the issue on [Date] between the hours of [Start Time] and [End Time].
- If we require further information or need to reschedule, we will contact you via [Phone/Email].
- Please ensure that any pets are secured and that the area surrounding the repair site is accessible.

We aim to resolve all maintenance concerns as promptly as possible. If this is an emergency or if the situation worsens before our scheduled visit, please call our emergency line at [Phone Number] immediately.

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

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]

[Phone Number]