

Work Scheduled Email

Hello (Tenant Name),

I have received confirmation from our contractor/handyman that they will be at your home on (Date) at (Time) to work on (Problem to be fixed).

Can you please respond to this email to let me know if you will be home during this time? If not I will provide the contractor/handyman with a key so they can have access.

If you have any questions let me know and please do not hesitate to contact me if any other problems arise at the house.

Thank you and have a great day!

(Your Name)
(Company Name)
(Company Address)
(Phone number)
(Email Address)