

Email Response to Tenant Maintenance Request

Note- This is an email template to respond to an incoming email from a tenant, requesting work to be completed on problem at property.

Hello (Tenant Name),

Thank you for your email regarding (description of problem/work requested).

Can you please tell me more about the problem, such as where it is and when you first noticed it? Any details you can provide will help the contractor/handyman when they come to the property.

I will be sending a work order out to have this taken care of as soon as possible. Once an appointment is scheduled to have this problem resolved I will notify you of the date and time the contractor/handyman will be at the property.

Thank you and I will speak to you soon!

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