

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Equipment Repair Acknowledgment

We are writing to acknowledge the receipt of your equipment repair request for [specify equipment]. Your request has been successfully logged, and our team is currently reviewing the details.

Repair Reference Number: [Reference Number]

Equipment Model: [Model]

Serial Number: [Serial Number]

We understand the importance of your equipment and are committed to providing you with timely and effective service. Our technician will assess the repair and contact you with an estimated time for completion. If you have any further questions or need assistance, please do not hesitate to reach out at [Your Contact Information].

Thank you for choosing [Your Company Name]. We appreciate your business.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]