

Complaint Letter for Maintenance Delay

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the delay in maintenance services at my residence. My request for maintenance was submitted on [Date of Request], and despite numerous follow-ups, the issue remains unresolved.

The maintenance delay has led to [briefly describe the impact of the delay, e.g., discomfort, further damage, etc.]. I believe that timely maintenance is essential and I expected a prompt response in line with your company's policy.

I would appreciate it if you could provide me with an update regarding the status of my request and a timeline for when I can expect the maintenance to be completed. I hope to see a resolution to this matter swiftly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]