

Tenant Service Complaint Management

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

Address: [Landlord/Property Manager's Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally express my dissatisfaction regarding [describe the service issue, e.g., maintenance delay, noise complaints, etc.]. This situation has been ongoing for [duration], and despite previous attempts to address this matter, I have yet to see a resolution.

Details of the complaint:

- **Issue:** [Briefly describe the issue]
- **Date of occurrence:** [Insert date]
- **Previous communications:** [Summarize any previous correspondence regarding this issue]

I kindly request that this issue be addressed at your earliest convenience. Effective communication and prompt action on this matter would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]