

# Complaint Procedure for Shared Spaces

Date: [Insert Date]

To: [Tenant Name]

Address: [Tenant Address]

Dear [Tenant Name],

We hope this message finds you well. We are reaching out to outline the complaint procedure regarding the use of shared spaces within the premises.

## Procedure for Filing a Complaint:

1. Identify the Issue: Please clearly note the specific issue pertaining to the shared space.
2. Document the Incident: Collect any relevant information, such as dates, times, and photographs as necessary.
3. Submit a Written Complaint: Send your complaint in writing via [email/letter] to [Landlord/Management Contact].
4. Review Period: We will review your complaint and respond within [insert timeframe, e.g., 5-7 business days].
5. Follow-Up: We may request a meeting to discuss the matter in further detail and seek a resolution.

If you have any questions or need assistance during this process, please do not hesitate to reach out to us.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]