

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to bring to your attention several issues that have arisen in the common areas of our property.

Reported Issues:

- Maintenance required for the elevator, which has been malfunctioning.
- Excessive littering in the courtyard area that needs attention.
- Broken lights in the hallway, making it dimly lit and unsafe.

These issues have been affecting the overall quality of living in our community. I kindly request that these matters be addressed at your earliest convenience.

Thank you for your attention to these matters. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Apartment Number]
[Your Contact Information]