

Housing Facility Complaint Letter

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

To Whom It May Concern,
[Housing Facility Name]
[Facility Address]
City, State, ZIP Code

Dear [Facility Manager's Name],

I am writing to formally complain about the issues I have been experiencing in my housing unit located at [Your Unit Number or Address]. Despite my previous attempts to address these concerns verbally, I have yet to see any resolution.

The specific issues are as follows:

- [Describe the first issue, e.g., leaking plumbing]
- [Describe the second issue, e.g., broken heating system]
- [Describe any additional issues, if necessary]

I kindly request that these issues be addressed as soon as possible. I trust that you will take my complaint seriously and I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]