

Letter of Concern

Date: [Insert Date]

To: [Real Estate Agency Name]

Address: [Agency Address]

Dear [Agent's Name or Agency Manager],

I am writing to express my concern regarding the performance of [Agent's Name] in relation to the sale/rental of my property located at [Property Address]. I appreciate the efforts made thus far; however, I have noticed several issues that have prompted my inquiry.

Firstly, [describe specific issue, e.g., lack of communication, delays in showing the property, inadequate marketing]. This has caused [explain impact, e.g., frustration, lost opportunities, etc.].

Additionally, [mention another concern, e.g., response times, negotiation skills, etc.]. This has made me feel [describe your feelings about the situation].

I believe that addressing these concerns is essential for a successful partnership in the sale/rental of my property. I would appreciate it if we could set up a meeting to discuss this further at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]