

Letter of Complaint Regarding Common Area Maintenance

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

[Property Management Company Name]

[Property Address]

Dear [Landlord/Property Manager's Name],

I hope this letter finds you well. I am writing to formally address an issue concerning the maintenance of the common areas in our rental property, [Property Address].

As a tenant, I have noticed the following issues that require immediate attention:

- [Describe the first issue, e.g., Lack of lighting in the hallways]
- [Describe the second issue, e.g., Accumulation of trash in shared spaces]
- [Describe any other relevant issues, e.g., Untidy landscaping or broken equipment in common areas]

These issues not only affect the aesthetic appeal of the property but also impact the safety and comfort of all tenants. I kindly request that these matters be addressed promptly.

Thank you for your attention to this matter. I look forward to your prompt response regarding the proposed actions to resolve these issues.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]