

Service Complaint Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Building Management's Name]
[Building Management Company]
[Company Address]
[City, State, Zip Code]

Dear [Building Management's Name],

I am writing to formally express my dissatisfaction regarding the maintenance services provided in our building, specifically concerning [describe the specific issue, e.g., plumbing problems, HVAC issues, etc.]. Despite previous requests for assistance, the issue remains unresolved.

On [date of initial complaint], I reported the problem to [maintenance staff/management] but have not seen any significant efforts to address it since then. This situation has caused considerable inconvenience to me and my family, affecting our [mention any specific impacts, e.g., comfort, safety, etc.].

I kindly request that this matter be prioritized and resolved promptly. Thank you for your attention to this serious issue. I look forward to your swift response.

Sincerely,
[Your Name]