

Complaint Letter Regarding Unmaintained Equipment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the unmaintained equipment at [Location/Facility Name]. Despite previous requests for maintenance, the equipment remains in a state of disrepair. This situation poses risks and hinders our productivity.

The affected equipment includes:

- [Equipment 1]
- [Equipment 2]
- [Equipment 3]

It is crucial for us to have fully operational equipment to ensure safety and efficiency. I urge you to address this matter promptly. I look forward to your response and a timely resolution to this issue.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]