

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Property Management

[Property Management Name]

[Management Address]

[City, State, Zip Code]

Subject: Formal Complaint Regarding Pest Infestation

Dear [Property Management Name or Team],

I am writing to formally complain about a persistent pest infestation in my unit [Your Apartment Number] located at [Property Address]. Despite previous communications, the problem has not been adequately addressed, which is causing significant distress.

Specifically, I have noticed [describe the type of pests and the situation, e.g., "an increase in cockroaches and mice over the past month"]. This issue has not only affected my comfort but also poses potential health risks.

I kindly request immediate action to resolve this infestation. Please inform me of the steps that will be taken to address this matter promptly. Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]