

Complaint Letter for Inadequate Heating/Cooling

Your Name

Your Address

Your City, State, ZIP Code

Your Email Address

Your Phone Number

Date: [Insert Date]

Property Management's Name

Property Management's Address

City, State, ZIP Code

Dear [Property Management's Name],

I am writing to formally express my concern regarding the inadequate heating/cooling system in my apartment located at [Your Apartment Number, Address]. Over the past few weeks, I have experienced [describe specific issues, e.g., extreme cold, lack of cooling, etc.], which has made my living conditions uncomfortable.

Despite my previous verbal notifications to your maintenance team on [insert dates you reported the issue], the problem remains unresolved. As a tenant, I believe it is crucial to have a properly functioning HVAC system to ensure a comfortable living environment, especially during extreme weather conditions.

I kindly request that you prioritize this issue and provide a timeline for when I can expect repairs to be made. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]