

Formal Complaint Regarding Maintenance Issues

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Property Management Company Name]

[Property Management Address]

[City, State, ZIP Code]

Dear [Property Manager's Name],

I am writing to formally express my concerns regarding ongoing maintenance issues in my rental unit, [Your Apartment Number], at [Property Address]. I have reported these issues on several occasions, but unfortunately, they have not yet been resolved.

The specific issues I am experiencing include:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

These problems have not only disrupted my living conditions but have also caused [mention any additional impacts, such as health concerns, financial impact, etc.]. I kindly request immediate attention to these matters to ensure they are addressed promptly.

Thank you for your attention to this important matter. I look forward to your prompt response and a resolution.

Sincerely,

[Your Name]