

Letter of Appeal for Timely Resolution of Maintenance Delays

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal for a timely resolution regarding the ongoing maintenance delays I have been experiencing at [specify location or property name]. Despite previous communication regarding this issue on [mention dates], I have not received a satisfactory response or timeline for the completion of necessary repairs.

The delays have caused significant inconvenience and have negatively impacted my [mention any specific issues caused by delays, e.g., living conditions, business operations, etc.]. I kindly request your prompt attention to this matter and a clear update on when the maintenance will be addressed.

Thank you for your understanding and cooperation. I look forward to urgently hearing from you regarding this issue.

Sincerely,

[Your Name]