

Letter of Concern Over Unaddressed Maintenance Delays

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my concern regarding the ongoing delays in maintenance that have yet to be addressed in our community/property.

Despite multiple requests and follow-ups over the past few months, the following issues remain unresolved:

- [Issue 1]
- [Issue 2]
- [Issue 3]

The lack of action on these matters has not only caused inconvenience but also raised safety concerns among residents. I urge you to prioritize these maintenance issues and provide us with an update regarding the timeline for resolution.

Thank you for your attention to this pressing matter. I look forward to your prompt response.

Sincerely,

[Your Name]