

Letter of Dissatisfaction with Maintenance Response Times

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Maintenance Company/Property Manager Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my dissatisfaction with the slow response times for maintenance requests in my unit, [Your Unit Number or Address]. Since [Insert Date of First Request], I have submitted multiple requests regarding [Briefly Describe the Issue] and have yet to receive a satisfactory response or resolution.

This delay has caused [Explain Impact, e.g., inconvenience, additional costs, etc.], which is unacceptable given the seriousness of the issue. I expected timely service as outlined in our agreement and was assured that maintenance concerns would be addressed promptly.

I kindly ask that you prioritize my maintenance request and provide a timeline for when I can expect the work to be completed. Your attention to this matter would be greatly appreciated, as I would like to continue my tenancy without further complications.

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

Sincerely,

[Your Name]