

# Formal Complaint Regarding Delayed Maintenance Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the delayed maintenance service that I have experienced at my residence. I reported the issue regarding [briefly describe the maintenance issue] on [date of initial report], and I was assured that the maintenance team would address it promptly.

As of today, [current date], the issue remains unresolved, and I have not received any communication regarding the status of the maintenance request. This delay has caused [describe any inconveniences or problems caused by the delay].

I kindly request that you prioritize this matter and provide me with an update as soon as possible. I trust that you understand the importance of timely maintenance services and hope that this issue will be rectified swiftly.

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

Sincerely,

[Your Name]