

Complaint Regarding Common Area Maintenance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Property Manager's Name]

[Property Management Company]

[Company Address]

[City, State, Zip Code]

Dear [Property Manager's Name],

I am writing to formally express my concerns regarding the maintenance of the common areas in our community. Over the past few weeks, I have noticed several issues that need immediate attention:

- Poor lighting in the parking area
- Debris and litter accumulating in the playground
- Unattended landscaping in the garden area
- Broken benches in the common sitting area

These issues not only affect the aesthetic appeal of our community but also pose safety concerns for residents. I kindly request that these matters be addressed as soon as possible.

Thank you for your attention to this matter. I hope to see improvements soon.

Sincerely,

[Your Name]