

Common Area Maintenance Feedback

Date: [Insert Date]

To: [Maintenance Department/Property Manager Name]

From: [Your Name]

Subject: Feedback on Common Area Maintenance

Dear [Maintenance Team/Property Manager],

I hope this message finds you well. I am writing to provide feedback regarding the maintenance of our common areas.

Overall, I would like to commend the team for [mention any positive aspects, e.g., timely cleaning, landscaping]. However, I have noticed some areas that could benefit from additional attention:

- [Specific Issue 1: Description]
- [Specific Issue 2: Description]
- [Specific Issue 3: Description]

Addressing these issues would greatly enhance the aesthetics and functionality of our shared spaces. I appreciate your ongoing efforts and look forward to seeing improvements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]