

Complaint Letter Regarding Heating System Inspection Issues

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally express my concerns regarding the recent inspection of the heating system at my residence, which took place on [date of inspection]. Unfortunately, I have encountered several issues that have not been addressed adequately.

First, [describe issue #1]. This has resulted in [explain consequences of the issue].

Secondly, [describe issue #2]. I believe this is a significant oversight that requires immediate attention.

Despite my attempts to contact your office on [mention dates of communication], I have yet to receive a satisfactory resolution. I request a prompt follow-up regarding these matters and a timeline for when I can expect the necessary repairs or adjustments to be made.

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

Sincerely,

[Your Name]