

Property Damage Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name or Property Management]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about property damage that has occurred at my commercial property located at [Property Address]. On [Date of Incident], I discovered damage to [describe the specific area or item damaged], which has significantly impacted my business operations.

The damage appears to be due to [briefly explain the cause of the damage, if known, e.g., water leakage, vandalism, etc.]. I have attached photographs and documentation related to the damage for your review.

I kindly request that you address this issue promptly, as it is affecting my ability to conduct business efficiently. Please let me know how you plan to resolve this matter and any corrective actions you will undertake.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]