

Urgent Home Maintenance Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Landlord/Property Manager's Name]

[Property Management Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I am writing to formally lodge an urgent complaint regarding a maintenance issue in my home located at [Your Address]. The issue pertains to [describe the specific maintenance concern, e.g., a leaking roof, broken heating system, etc.], which has become increasingly problematic and requires immediate attention.

The situation has resulted in [explain any complications caused by the issue, e.g., property damage, safety hazards, etc.]. I kindly request that this issue be addressed as soon as possible, as it poses a significant risk to my living conditions.

Please let me know when a maintenance technician can be dispatched to resolve this matter. I am available for a visit on [insert preferred dates/times], but I would appreciate any prompt action you can take.

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

Sincerely,

[Your Name]