

Grievance Letter for Timeshare Maintenance Issues

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding ongoing maintenance issues with my timeshare unit [Unit Number/Identification], which I own under the contract number [Contract Number].

Despite previous attempts to address these issues, including [briefly describe previous communications or complaints], the situation remains unresolved. The maintenance problems include [list specific issues, e.g., plumbing, heating, cleanliness, etc.]. These issues have significantly impacted my experience and satisfaction as a timeshare owner.

I kindly request that immediate attention be given to these matters and a timeline be provided for when the necessary repairs and improvements will be made. I believe it is important for all timeshare owners to enjoy their properties without ongoing maintenance concerns.

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

Sincerely,

[Your Name]