

Complaint Submission for Communal Area

Date: [Insert Date]

To: [Insert Recipient's Name/Title]

[Insert Address]

Dear [Recipient's Name],

I am writing to formally submit a complaint regarding the condition of the communal area located at [Insert Location]. It has come to my attention that the area is not being maintained appropriately, which has led to [briefly describe the issues, e.g., litter, unsafe conditions, etc.].

As a resident of [Insert Community/Building Name], I believe it is vital to maintain a safe and clean environment for all community members. I kindly ask that immediate action be taken to address these concerns.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]