

# Complaint Letter Regarding Damaged Parking Surfaces

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date: [Insert Date]

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally complain about the severely damaged parking surfaces at [specific location]. The condition of the parking lot has significantly deteriorated, causing not only inconvenience but also potential hazards for vehicles and pedestrians alike.

The issues I have observed include numerous potholes, uneven pavement, and inadequate drainage, which contribute to unsafe driving conditions. These problems have escalated in recent months and require immediate attention to prevent further damage and ensure safety for all users.

I kindly request that you take prompt action to repair the damaged surfaces and restore the parking lot to a safe condition. I believe addressing this issue will greatly benefit the community and enhance the overall appearance of your property.

Thank you for your attention to this matter. I look forward to your prompt response and the necessary actions taken to rectify this situation.

Sincerely,  
[Your Name]