

Formal Complaint Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Apartment Complex/Company Name
Address
City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally lodge a complaint regarding the unbearable noise disruptions that have been occurring in my residence at [Your Address].

Since [specific date or time period], I have been experiencing frequent and disruptive noise from [describe source of noise, e.g., neighbors, construction, etc.]. The noise has made it increasingly difficult for me to [explain how the noise affects you, e.g., sleep, work, etc.]. Despite my efforts to address this issue informally by [mention any previous attempts to resolve the issue], the situation has not improved.

I kindly request that you take immediate action to investigate and resolve this matter to restore the peace and comfort of my living environment. I appreciate your attention to this urgent issue and look forward to your prompt response.

Thank you for your consideration.

Sincerely,
[Your Name]