

# Formal Complaint About Unsatisfactory Utility Maintenance

Date: [Insert Date]

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

Utility Company Name  
Attn: Customer Service  
Utility Company Address  
City, State, Zip Code

Dear Customer Service Manager,

I am writing to formally express my dissatisfaction with the maintenance services provided by your company at my residence located at [Your Address]. Despite previous communications regarding ongoing issues, there has been no significant resolution.

Specifically, I have encountered the following problems:

- [Describe the first issue, e.g., recurring water leaks]
- [Describe the second issue, e.g., electricity outages]
- [Describe any additional issues, e.g., gas line irregularities]

I have contacted your customer service team on numerous occasions and received little to no follow-up. The lack of response and effective maintenance is unacceptable, as it has impacted my daily life and well-being.

I request that immediate action be taken to resolve these issues. I would appreciate a response to this letter within [insert time frame, e.g., two weeks] and an outline of the steps that will be taken to address my concerns.

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

Sincerely,

[Your Name]