

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title/Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the poor condition of the common areas within our building/community. Over the past few months, I have noticed significant deterioration in cleanliness and maintenance, which has made these spaces not only uninviting but also unsafe for residents.

Specifically, I would like to highlight the following issues:

- Unattended litter and debris in hallways.
- Malfunctioning lighting, which creates unsafe conditions at night.
- Neglected maintenance of the elevators, causing frequent outages.

These issues have become a source of frustration for residents, and I believe it is imperative that prompt action is taken to address these concerns. I kindly request that a plan be put into place to restore and maintain the common areas to an acceptable standard.

Thank you for your attention to this matter. I look forward to your response and to seeing improvements in our common areas.

Sincerely,

[Your Name]