

# Formal Complaint Regarding Unsatisfactory Building Upkeep

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Building Management/Company Name]

[Building Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the current state of upkeep in our building located at [Building Address]. Over the past few months, I have noticed several issues that need urgent attention, including:

- Lack of cleanliness in common areas, such as the lobby and hallways.
- Broken lighting fixtures that have not been repaired.
- A persistent issue with pest control, as I have seen an increase in insects in the building.

These issues not only affect the aesthetic appeal of our living environment but also raise concerns about safety and health. I believe that as residents, we deserve a well-maintained and safe living space.

I kindly request that these matters be addressed promptly. Please let me know how you intend to resolve these issues and the timeline for necessary repairs.

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

Sincerely,

[Your Name]