

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

Property Manager's Name  
Property Management Company  
Company Address  
City, State, ZIP Code

Dear [Property Manager's Name],

I am writing to formally address ongoing maintenance issues in my unit, [Your Unit Number], at [Property Address]. Despite several requests for assistance, the following problems remain unresolved:

- [Description of Problem 1]
- [Description of Problem 2]
- [Description of Problem 3]

These issues have significantly affected my living conditions and overall satisfaction as a tenant. I kindly request prompt action to resolve these matters as I have waited for an extended period without satisfactory resolution.

I appreciate your immediate attention to this complaint and look forward to your response by [Desired Response Date]. Thank you for your attention to this matter.

Sincerely,  
[Your Name]