

Formal Complaint Regarding Persistent Maintenance Issues

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Building Manager's Name]

[Building's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the ongoing maintenance issues in [Building Name/Address]. Despite several reports and requests for assistance, the following issues remain unresolved:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

These issues have significantly affected my living conditions and have not been addressed in a timely manner. I kindly request an immediate resolution to these matters or at least a timeframe by which they will be addressed.

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

Sincerely,

[Your Name]