

Formal Complaint Regarding Recurring Maintenance Failures

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address my concerns regarding the ongoing maintenance failures in my premises at [Your Address]. Despite previous communication regarding these issues, I regret to inform you that they remain unaddressed, affecting my quality of living.

The recurring maintenance failures include:

- [List specific maintenance issues, e.g., plumbing leaks, heating problems, etc.]
- [Continue listing issues as necessary]

These issues have been reported on the following dates:

- [Date of first report]
- [Date of second report]
- [Continue listing as necessary]

I kindly request your immediate attention to resolve these matters. Please inform me of the steps you will take to rectify these ongoing issues by [insert a specific date]. Should this situation remain unresolved, I may have to explore further avenues to ensure my living conditions meet the required standards.

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

Sincerely,

[Your Name]