

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 express my concern regarding the delays in emergency maintenance services at [Property Address]. On [date of the emergency request], I reported an urgent issue involving [specific details of the emergency], which required immediate attention.

Despite multiple follow-ups, the maintenance team has not resolved the matter nor provided an adequate timeline for when the work will be completed. This delay has caused [briefly describe any consequences, such as inconvenience, safety hazards, etc.].

I kindly request that this issue be addressed promptly. I appreciate your attention to this matter and hope to receive a response with an updated timeline for resolution by [specific date].

Thank you for your cooperation.

Sincerely,  
[Your Name]