

# Formal Complaint Regarding Inadequate Building Maintenance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the inadequate maintenance of the building located at [Building Address]. Despite previous notifications and requests for repairs, several issues remain unaddressed, significantly affecting the living conditions.

The specific issues I would like to bring to your attention are as follows:

- [Issue 1: e.g., Persistent water leakage in the hallway]
- [Issue 2: e.g., Cracked walls and ceilings]
- [Issue 3: e.g., Broken heating system]

These problems not only compromise the safety and comfort of the residents but also violate the standards expected for proper living conditions. I kindly urge you to take immediate action to resolve these issues and restore the building to an acceptable state.

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

Sincerely,

[Your Name]