

Formal Complaint Regarding Lack of Maintenance Communication

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

Recipient Name
Recipient Title
Company/Organization Name
Company Address
City, State, ZIP Code

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding the lack of communication concerning maintenance issues that have arisen at my residence located at [Your Address]. I have made several requests for maintenance services but have received little to no feedback.

The following maintenance issues have been reported on the dates specified:

- [Date] - [Description of the issue]
- [Date] - [Description of the issue]
- [Date] - [Description of the issue]

It is imperative that maintenance requests are addressed in a timely manner, and regular communication is essential for resident satisfaction. I would appreciate a prompt update on the status of my requests and a plan for resolution.

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

Sincerely,
[Your Name]