

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

Property Manager's Name
Building Management Company
Company Address
City, State, Zip Code

Dear [Property Manager's Name],

I am writing to formally lodge a complaint regarding the ongoing neglect in building maintenance services at [Building Name/Address], where I reside as a tenant. Despite several verbal requests and notifications made to your office, the following issues have not been adequately addressed:

- Leaking pipes in the common area, which pose a risk to the building's structural integrity.
- Inadequate lighting in hallways, creating safety concerns for residents.
- Failure to regularly clean and maintain the premises, leading to unsanitary conditions.

These issues have persisted for [duration of the problem], affecting not only my quality of life but also the well-being of other residents. I kindly request immediate action and a written response outlining how these matters will be addressed in a timely manner.

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

Sincerely,
[Your Name]