

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

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

Dear [Property Manager's Name],

I am writing to formally express my dissatisfaction with the maintenance services provided at [Property Address]. Despite multiple requests for assistance regarding [specific issues, e.g., plumbing problems, heating issues], the responses have been consistently delayed and ineffective.

On [date], I submitted a maintenance request for [describe the issue]. After waiting for [duration], I received a response, but the problem remains unresolved. This lack of action is not only inconvenient but also unacceptable.

I kindly request that you prioritize this matter and provide a prompt resolution to the ongoing issue. I appreciate your immediate attention to this complaint and look forward to a timely response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]