

Formal Complaint Regarding Unresolved Property Damage

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the unresolved issues related to property damage at my residence located at [Property Address]. Despite my previous communications on [insert dates of previous correspondence], the matter remains unattended.

The damages, which occurred on [date of incident], include [briefly describe the damages]. I have repeatedly requested inspections and necessary repairs which have not yet been addressed.

I respectfully urge you to prioritize this issue and provide a resolution by [reasonable deadline]. Failing to address this matter promptly may compel me to seek further action.

Thank you for your attention to this pressing issue. I look forward to your prompt response.

Sincerely,

[Your Name]