

Formal Complaint Regarding Property Damage

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

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

Dear [Recipient's Name],

I am writing to formally complain about the damage to my property caused by the recent [Type of Natural Disaster] that occurred on [Date of Disaster]. The incident has resulted in significant damage to my property located at [Property Address], which has severely impacted my living conditions.

The damages include [describe the specific damages, e.g., roof damage, flooding, etc.]. I have attached photographs and a detailed report from [insurance adjuster/contractor] for your reference.

I kindly request your immediate attention to this matter. It is critical that the necessary repairs are addressed promptly to prevent further damage and to restore my property to a safe and habitable condition.

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

Sincerely,
[Your Name]