

# Formal Complaint Regarding Delayed Repairs

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Housing Association Name]

[Housing Association Address]

[City, State, Zip Code]

Dear [Housing Association Manager's Name],

I am writing to formally lodge a complaint regarding the delayed repairs in my residence located at [Your Address]. I reported the issue on [Date of Initial Report], and despite multiple follow-ups, the repairs have yet to be addressed.

The delay is causing significant inconvenience, including [briefly explain the impact the delay has caused]. I expected a timely response and resolution as per the service standards outlined by your association.

I kindly request an immediate update on the status of repairs and a timeline for when I can expect the work to be completed. Please treat this matter as urgent.

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

Sincerely,

[Your Name]