

Formal Complaint Regarding Parking Lot Maintenance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concerns regarding the ongoing maintenance issues in the parking lot located at [specific location]. Despite previous discussions and attempts to address these problems, the situation has not improved.

Specifically, I have observed the following issues:

- Improper drainage causing water accumulation.
- Potholes that pose a risk to vehicles.
- Insufficient lighting leading to unsafe conditions during nighttime.

These issues not only inconvenience users but also create potential safety hazards. I kindly request that immediate action be taken to address these concerns and ensure the safety and usability of the parking lot.

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

Sincerely,

[Your Name]