

Formal Complaint Regarding Poor Maintenance Services

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally complain about the poor maintenance services I have experienced at [Location/Property Name] over the past [duration]. Despite multiple requests for assistance, the issues remain unresolved and have significantly impacted my [daily living/working conditions].

Specifically, I would like to bring to your attention the following issues:

- [Issue 1: description]
- [Issue 2: description]
- [Issue 3: description]

These problems have not only caused inconvenience but have also raised concerns regarding safety and overall quality of service. I kindly request that immediate action be taken to address these concerns.

Thank you for your attention to this matter. I look forward to your prompt response and resolution of these issues.

Sincerely,

[Your Name]