

# Formal Complaint Regarding Common Area Cleanliness

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Tenant Association Name]

[Association Address]

[City, State, ZIP Code]

Dear Members of the Tenant Association,

I am writing to formally express my concern regarding the cleanliness of the common areas within our residence. It has come to my attention that the [specific area, e.g., hallway, laundry room, etc.] has not been maintained to a satisfactory level, resulting in an unpleasant living environment for all tenants.

Specifically, I have observed [describe the issues, e.g., "excessive litter, unemptied trash bins, and stains on the floors"], which not only impacts our experience as residents but may also pose health and safety risks.

I kindly urge the association to address these cleanliness issues promptly. Regular cleaning schedules and maintenance efforts should be implemented to ensure that our shared living spaces are welcoming and hygienic.

Thank you for your attention to this matter. I look forward to seeing improvements in the common areas soon.

Sincerely,

[Your Name]