

Formal Complaint Regarding Inadequate Heating/Cooling

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tenant Association Name]

[Association Address]

[City, State, Zip Code]

Dear [Tenant Association/Committee Name],

I am writing to formally lodge a complaint regarding the inadequate heating and cooling conditions in my apartment ([Your Apartment Number]) at [Building Name or Address].

Over the past [duration], I have experienced significant discomfort due to the temperature control issues. Despite following proper procedures, the heating/cooling system has not been functioning adequately, which is affecting my quality of life.

I kindly request your prompt attention to this matter and hope for a resolution soon. Please let me know if further information is needed to assist in addressing this issue.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]