

Formal Complaint Regarding Maintenance Issues

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Tenant Association

[Association Address]

[City, State, Zip Code]

Dear [Tenant Association Name],

I am writing to formally express my concern regarding numerous maintenance issues that have persisted in my unit ([Your Apartment Number]) at [Property Address]. Despite previous verbal and written notifications, these issues remain unresolved and have begun to impact my quality of life.

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

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

I kindly request your immediate attention to these matters and would appreciate an update on the steps that will be taken to resolve these maintenance issues. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]