

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Manager's Name
Building Management Company Name
Company Address
City, State, ZIP Code

Dear [Manager's Name],

I am writing to formally address my concerns regarding the neglected cleaning services in our residential building located at [Building Address]. It has come to my attention that the common areas, including the hallways, staircases, and laundry rooms, have not been adequately maintained.

Despite previous verbal complaints made by several residents, no noticeable improvements have been observed. The accumulation of dirt, trash, and unpleasant odors not only affects the overall living environment but also poses health risks to the residents.

I kindly request that immediate action be taken to address this issue and ensure that a regular cleaning schedule is established and adhered to. I believe it is essential for maintaining the quality of life for all residents.

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

Sincerely,
[Your Name]