

Formal Complaint Regarding Insufficient Cleaning in Communal Areas

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the insufficient cleaning of communal areas within our property. Over the past [duration], I have noticed a significant decline in the cleanliness of areas such as [specific areas, e.g., hallways, stairwells, laundry rooms].

It has become increasingly difficult to maintain a pleasant living environment due to [specific issues, e.g., litter, odors, unclean surfaces]. I believe that regular and thorough cleaning is essential for the health and well-being of all residents.

As a resident, I would like to request that immediate action be taken to restore cleanliness in these communal areas. This includes [specific suggestions, e.g., hiring additional cleaning staff, increasing the frequency of cleaning schedules].

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]