

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Real Estate Agency Name

Agency Address

City, State, Zip Code

Dear [Manager's Name],

I am writing to formally address my concerns regarding the lack of communication from my real estate agent, [Agent's Name]. Despite repeated attempts to reach out for updates regarding my property search/sale, I have not received timely responses or sufficient information.

This lack of communication has caused considerable frustration and uncertainty in my dealings, and I believe it undermines the professional standards expected from your agency.

I would appreciate your immediate attention to this matter and a prompt response regarding the steps being taken to resolve these communication issues. Thank you for your understanding.

Sincerely,

[Your Name]