

Formal Complaint Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding the ongoing failure to address multiple maintenance requests that I have submitted. Despite my efforts to communicate these issues, I have seen little to no response or action taken.

The maintenance concerns, which include [list specific issues, e.g., plumbing leaks, heating problems, etc.], have been persistent and have significantly impacted my living conditions.

I kindly request immediate action to resolve these matters. I believe it is essential for the company to uphold its responsibilities in providing a safe and functional living environment.

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

Sincerely,

[Your Name]