

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concerns regarding the poor maintenance standards that I have observed at [specific location or facility]. As a resident/user of this facility, I find it imperative to bring to your attention the following issues:

- [Describe the first issue, e.g., lack of cleanliness]
- [Describe the second issue, e.g., broken equipment]
- [Describe the third issue, e.g., inadequate safety measures]

These issues have not only affected the overall experience but also raised concerns regarding safety and hygiene. I kindly request that immediate action be taken to address these maintenance problems and improve the conditions.

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

Sincerely,

[Your Name]