

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

## **Subject: Formal Complaint Regarding Unresolved Maintenance Issues**

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the ongoing maintenance issues in my residence located at [Your Address]. Despite several requests for repairs, the following issues remain unresolved:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

I initially reported these issues on [Date of First Report] and have followed up on multiple occasions. However, there has been no satisfactory response or action taken to address these matters.

These unresolved maintenance issues have caused significant inconvenience and concern for me and my family. I kindly request that you take immediate action to resolve these issues, as per our lease agreement and relevant legislation. Please provide me with a timeline for when I can expect these repairs to be completed.

If I do not receive a satisfactory response within [Specify Time Frame, e.g., "14 days"], I may have to escalate this matter further.

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

Sincerely,

[Your Name]