

Formal Complaint Regarding Neglected Facility Maintenance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the neglected maintenance of the facilities at [specific location or facility name]. Over the past [duration], I have observed several issues that require immediate attention, including:

- [Issue 1: Describe the issue]
- [Issue 2: Describe the issue]
- [Issue 3: Describe the issue]

The lack of proper maintenance not only affects the usability of the facilities but also poses safety risks to users. I kindly urge you to address these matters promptly to ensure a safe and pleasant environment for everyone.

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

Sincerely,

[Your Name]