

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

Property Manager's Name
Property Management Company Name
Company Address
City, State, Zip Code

Dear [Property Manager's Name],

I am writing to formally express my concern regarding the delayed response to maintenance requests at [Property Address]. I initially reported the issue on [Date of First Request] and have followed up multiple times, yet the problem remains unresolved.

The lack of timely maintenance is affecting my quality of life and could lead to further complications. I kindly request a prompt resolution to this matter. Please provide an update regarding the status of my maintenance request by [Specific Date].

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

Sincerely,
[Your Name]