

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

[Recipient's Name]  
[Property Management Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the inadequate upkeep of the property located at [Property Address]. Despite previous requests and communications, the following issues remain unaddressed:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

These issues have not only diminished my enjoyment of the property but also pose potential health and safety risks. I kindly request prompt attention to these matters within [specific timeframe] to avoid further escalation.

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

Sincerely,  
[Your Name]