

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about ongoing maintenance oversight in [specific location or property name], which has persisted despite my previous communications on [date or time period of previous complaints].

Specifically, the issues include [briefly list specific maintenance problems]. These matters not only disrupt daily activities but also pose safety concerns.

I kindly request that immediate action be taken to address these maintenance issues. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time.

Sincerely,
[Your Name]