

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

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

Dear [Recipient's Name],

I am writing to formally express my concern regarding the lack of maintenance services at [specific location or property]. Despite several requests made over the past [duration], there has been no action taken to address the pressing maintenance issues, which include [list specific issues, e.g., leaking roofs, broken fixtures, unkempt grounds].

The absence of proper maintenance not only affects the quality of living but also poses potential safety hazards. I urge you to take immediate action to resolve these issues.

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,  
[Your Name]