

Business Center Complaint Resolution

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Business Center Name]

[Business Center Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address my concerns regarding [briefly describe the issue, e.g., service, facilities] at [Business Center Name]. I encountered this issue on [date of occurrence], and despite my previous attempts to resolve it, I have not received a satisfactory response.

The details of the situation are as follows:

- **Issue:** [Describe the issue]
- **Date of Occurrence:** [Insert Date]
- **Prior Communication:** [Detail previous communications if applicable]

I believe this matter requires urgent attention, and I kindly request a resolution by [insert a specific date]. I appreciate your cooperation and look forward to hearing back from you soon.

Thank you for your time and attention to this matter.

Sincerely,

[Your Name]