

Response to Property Maintenance Complaint

Date: [Insert Date]

To: [Complainant's Name]

[Complainant's Address]

Dear [Complainant's Name],

Thank you for your recent communication regarding property maintenance concerns at [Property Name/Address]. We appreciate your feedback and take all complaints seriously.

Upon receiving your complaint dated [Insert Complaint Date], our board reviewed the situation thoroughly. We understand the importance of maintaining a safe and pleasant living environment for all residents.

We would like to inform you that the following actions have been taken or are scheduled:

- [Action 1 Description]
- [Action 2 Description]
- [Action 3 Description]

We value your input and encourage you to communicate any further concerns. Our goal is to ensure that all residents feel comfortable and satisfied with their living conditions.

Thank you for your understanding and patience in this matter.

Sincerely,

[Your Name]

[Your Position]

[Board/Association Name]

[Contact Information]