

Response to Your Complaint

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We acknowledge receipt of your complaint dated [Insert Date of Complaint] regarding [briefly summarize the complaint]. We take such matters seriously and appreciate your bringing this to our attention.

After reviewing your concerns, we have [summarize actions taken or findings, e.g., "conducted an investigation" or "spoken with relevant parties"]. Based on our findings, we would like to inform you that [state the outcome or response, e.g., "we are working to resolve the issue by..."].

We are committed to ensuring a pleasant living environment for all tenants and will continue to monitor this situation closely. Please do not hesitate to contact us if you have any further questions or concerns.

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Title]

[Board/Community Name]

[Contact Information]