Crystal Residency

Julia Roberts

Block 19B, Red Bird Avenue, Florida

**July 15th, 2017**

Mr. Peter Alberto.

The Owner

Crystal Residency Head Office.

19 St. Eagle Avenue, Florida.

Dear [Recipients Name],

I am writing to complain about the unsanitary condition of our apartments. It is my responsibility to draw your attention as it is being a long time you did not focus on this serious issue. The residents of apartments are much careless about throwing garbage outside the main door. All the blocks are so smelly and ill-looking. The top floor residents also throw the trash from the back side of apartments which is much troublesome for the ground floor residents. Major sickness and infections are occurring in all children. You must take notice of it. The sweepers are also not punctual. And neighbors are just behaving immorally and unethically if the complaint is given to them. I request you to sort out this issue soon. Otherwise, I would be leaving the apartment within fifteen days.

Waiting for a quick response.

Sincerely,

Julia Roberts.

Resident, Crystal Residency.