**Complaint Letter for Poor Maintenance**

[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

**Subject:** Complaint about poor maintenance

Dear [Recipient Name]:

I am writing to make a complaint on poor maintenance of Frere Residency. I have been your tenant for three years. The first year of my shifting, I filled the Performa of the required maintenance, but, all in vain. Since the time I have shifted, the marble slab of my kitchen is broken. Due to the broken slab, it is full of dirt and cannot be cleaned properly. Likewise, the aluminum net of the sliding windows of the living room is broken. Many a time, it happens that birds come inside the living room and make it nasty.

As for cross ventilation, we need to open the windows. You are aware of the humid weather of the city. Likewise, all door stoppers are non-operational. I always keep on complaining through phone calls. But, this is more than enough. As per the contract, all equipment should be functional and operational before handing over to tenants. I request you to focus on poor maintenance. Please resolve my issues as soon as possible.

Thank you very much.

[NAME HERE]

[Title]