

Formal complaint about maintenance

Subject: Urgent Request for Apartment Repairs

Dear Apartment Manager,

I am writing to formally bring to your attention ongoing maintenance issues in my apartment, [Apartment Number]. For the past two weeks, the heating system has not been functioning properly, leaving the unit cold and uncomfortable. Despite previous verbal requests, the matter has not been resolved.

I kindly request immediate attention to this issue. It is affecting both my daily comfort and health. Please arrange for a technician to inspect and repair the heating system as soon as possible.

Thank you for your prompt response to this matter. I appreciate your support in ensuring that the property remains safe and livable.

Sincerely,

[Your Full Name]

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