

Sample Complaint Letter For Apartment Management

To,

Mr. Mark Smith,

Property Manager,

XYZ Housing Ltd,

2233, S. Bingham Avenue,

New York, SA 14433

Date: 10th October,2014

Subject: Complaint letter for apartment management

Dear Mr. Smith,

This is to notify the XYZ Housing ltd of a formal complaint regarding my apartment 322, N. Benson Blvd #35.

There is a major problem of water leakage in the bathroom. The passage to the drainage is blocked and water is leaking continuously. The bathroom is flooded whenever we use it and stinks because of this.

I tried to clear the clog in the drain by using a powder meant to clear the drainage but in vain. Now we are not able to use the bathroom for the last three days and I have complained to the secretary but there is no reply from him so far.

The lease contract clearly states that such things need to be resolved by the apartment management but I am really disappointed by the neglect from the concerned people. I request you to look into the matter urgently.

If I don't receive a reply as per the response time in contract, I refuse payment of any further rent until this issue is resolved.