

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the HVAC system in my [home/apartment/business] located at [your address]. Despite multiple requests for service and concerns raised, I continue to experience significant issues with [describe the specific HVAC problems, e.g., inadequate heating/cooling, unusual noises, etc.].

The first incident occurred on [date of initial complaint], and I contacted your service team on [dates of follow-up contacts].

Unfortunately, despite assurances that the problems would be resolved, the issues persist, causing [explain any consequences, e.g., discomfort, increased energy bills, etc.].

I kindly request immediate attention to this matter, including a thorough evaluation of the HVAC system and prompt repairs to restore proper functionality. I appreciate your cooperation and look forward to a swift resolution.

Thank you for your attention to this matter.

Sincerely,

[Your Name]