

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Oak Island Management

[Their Address]
[City, State, Zip Code]

Dear [Oak Island Management],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction with [specific issue] that I have encountered while residing at [property name or address].

On [date of incident], [describe the incident or issue in detail, including any relevant background information]. Despite my efforts to [mention any previous attempts to resolve the issue], I have not seen any satisfactory resolution.

I am requesting [state your desired outcome or solution], and I hope that we can resolve this matter promptly.

Thank you for your attention to this issue. I look forward to your swift response.

Sincerely,
[Your Name]