[Date]

[Other Person Name]

[Other Person Address Line 1]

[Other Person Address Line 2]

[Other Person Address Line 3]

Dear [Other Person Name],

I am writing to let you know about some problems we are having with \_\_\_\_\_. We are having a difficult time \_\_\_\_\_, and I am very concerned that some of these issues will become larger problems if they aren’t resolved.

Here are [my/our] concerns:

1. […]
2. […]
3. […]

Can you please respond with your planned schedule for resolving these concerns? If we don’t hear from you by [date], we will be forced to take further action to get these necessary items settled. We believe, though, that it would be much more expedient to work it out directly with you, and we hope that you will respond with a plan to take care of these issues before they worsen.

Sincerely,

[My Name(s)]

[My Address Line 1]

[My Address Line 2]

[My Address Line 3]