

REQUEST/COMPLAINT LETTER

Date: _____

Dear Strata Council Members,

Regarding _____

WHAT IS THE PROBLEM/CONCERN (Date/Time of situation if applicable)?

WHAT SOLUTION/SUGGESTION DO YOU HAVE (Actions you have taken)?

If this matter involves another resident please provide address: _____

OWNER'S NAME

OWNER'S SUITE

PLEASE note that Owner's Name and Suite # are required. Thank You.