



# REQUEST/COMPLAINT LETTER

DATE: \_\_\_\_\_

DEAR STRATA COUNCIL MEMBERS,

REGARDING \_\_\_\_\_

WHAT IS THE PROBLEM/CONCERN? (specific date/time of situation, if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If this matter involves another resident, please provide address:* \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

OWNER'S FULL ADDRESS \_\_\_\_\_

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

Mail to: 604 REAL ESTATE SERVICES INC.  
#501 – 601 West Broadway  
Vancouver, BC V5Z 4C2

or Fax: 604 689 0910