

Tenant Complaint Handling Procedures

Date: _____

To: [Landlord/Property Manager's Name]

From: [Tenant's Name]

Address: [Tenant's Address]

Subject: Tenant Complaint Handling Procedures

Dear [Landlord/Property Manager's Name],

I am writing to formally complain regarding an issue that I have encountered at my residence located at [Property Address]. Below are the details of the complaint:

Complaint Details:

- **Issue Description:** [Describe the issue]
- **Date First Noticed:** [Date]
- **Previous Communications:** [List any prior communications regarding the issue]

Requested Resolution:

I would appreciate your prompt attention to this matter and would like to request the following actions to resolve the issue:

- [List resolution requests]

Follow-Up:

As per the tenant complaint handling procedures outlined in our lease agreement, I expect a response within [insert time frame, e.g., 14 days]. Thank you for your cooperation in this matter.

Sincerely,

[Tenant's Name]

[Tenant's Contact Information]