

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

Landlord's Name  
Landlord's Address  
City, State, Zip Code

Dear [Landlord's Name],

I am writing to formally express my grievance regarding the repair issues in my apartment located at [Your Address]. Despite multiple verbal requests for repairs, I have yet to see any action taken to address the following issues:

- [Specify the first repair issue]
- [Specify the second repair issue]
- [Specify any additional repair issues]

These issues have significantly affected my living conditions, and I believe it is your responsibility as the landlord to ensure that the property is maintained according to the lease agreement.

I kindly request that you take immediate action to resolve these matters. Please respond to this letter by [insert a specific date, typically within 14 days], so we can discuss how to move forward. Thank you for your attention to this urgent matter.

Sincerely,  
[Your Name]