

Maintenance Complaint Letter

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Date]

Landlord's Name: [Landlord's Name]

Landlord's Address: [Landlord's Address]

City, State, Zip: [City, State, Zip]

Subject: Maintenance Complaint Regarding Lease Agreement Violations

Dear [Landlord's Name],

I am writing to formally address an ongoing maintenance issue in my rented unit located at [Your Address]. As per our lease agreement, it is your responsibility to ensure that all necessary maintenance work is performed in a timely manner.

The following issues have been noted:

- [Description of Issue 1]
- [Description of Issue 2]
- [Description of Issue 3]

These issues have not been resolved despite my previous requests on [dates of previous requests]. I kindly ask that you address these matters at your earliest convenience.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]