

Tenant Report on Property Issues

Date: [Insert Date]

To: [Landlord/Property Manager's Name]
[Landlord/Property Management Company Name]
[Address]
[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally report several issues I have encountered at my rental property located at [Insert Address]. I would appreciate your timely attention to the following matters:

1. Issue Description

[Describe the first issue, including specifics such as location, nature of the problem, and any steps already taken if applicable.]

2. Issue Description

[Describe the second issue, including specifics such as location, nature of the problem, and any steps already taken if applicable.]

3. Issue Description

[Describe any additional issues in the same format.]

I kindly ask that you address these issues at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need further details or wish to discuss this matter.

Thank you for your attention to these concerns. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]