

Tenant Complaint Regarding Faulty Air Conditioning

[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 notify you about a recurring issue with the air conditioning unit in my apartment [Your Apartment Number/Address]. The unit has been malfunctioning for [duration of the issue], causing considerable discomfort, especially during the warmer days.

I have noticed that [describe the specific issue, e.g., it is not cooling properly, making unusual noises, etc.]. I have attempted to resolve the issue by [mention any steps you took, such as adjusting settings, cleaning filters, etc.], but unfortunately, these efforts have not yielded any improvement.

Given the circumstances, I kindly request that you arrange for a professional inspection and repair of the air conditioning unit at your earliest convenience. I appreciate your attention to this matter and trust that it will be resolved promptly.

Thank you for your cooperation.

Sincerely,

[Your Name]