

Letter of Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally complain about the malfunctioning door at my rental unit located at [Your Apartment Address]. The door has been difficult to operate for [duration], resulting in [brief description of the issue, e.g., difficulty opening/closing, security concerns].

Despite my previous verbal notifications, the issue remains unresolved, making it increasingly frustrating. I kindly request that you address this matter promptly to ensure the safety and accessibility of my living space.

Thank you for your attention to this urgent matter. I look forward to your quick response.

Sincerely,

[Your Name]