

Complaint Regarding Broken Window Lock

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To:

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally address a maintenance issue concerning the window lock in my rented property located at [Property Address].

On [date of discovery], I noticed that the window lock in [specific location or room] is broken and does not function as intended. This not only compromises the security of my living space but also poses a potential risk to my safety.

I kindly request that this issue be addressed as soon as possible. Repairing the window lock will ensure the continued safety and comfort of the property.

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

Sincerely,

[Your Name]