

# Formal Complaint Regarding Urgent Repairs Needed

[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 bring to your attention several urgent repair issues that require immediate attention in my rental unit located at [Your Address]. Despite previous notifications, these issues have not been resolved.

The following repairs are urgently needed:

- [Description of the first urgent repair]
- [Description of the second urgent repair]
- [Description of the third urgent repair]

Please let me know your intended course of action regarding these urgent repairs by [specific date, e.g., one week from the date of the letter]. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]