

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Landlord/Property Manager's Name]

[Company/Property Management Name]

[Company Address]

[City, State, Zip Code]

Subject: Formal Complaint Regarding Pest Infestation

Dear [Landlord/Property Manager's Name],

I am writing to formally express my concern regarding a pest infestation that has been occurring in my unit, [Your Apartment/Unit Number], located at [Property Address]. Despite my previous verbal and written communications regarding this issue, the situation has not improved.

The infestation, which includes [describe pests, e.g., rodents, cockroaches], has not only caused great discomfort but may also pose health hazards to myself and other residents. The presence of these pests has been noted since [mention the date when you first observed the infestation], and it has been increasingly difficult to manage the issue on my own.

According to our lease agreement, it is the responsibility of the management to ensure a safe and habitable living environment. As such, I kindly request that immediate action be taken to address this matter. I would appreciate a response by [insert a specific date, typically within 7-14 days], detailing the steps that will be taken to resolve this issue.

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

Sincerely,

[Your Name]