

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 hope this message finds you well. I am writing to formally appeal for a resolution regarding a matter of negligence that I have experienced in my rental unit located at [Your Apartment/Unit Number] since [Date of Issue].

Specifically, I am referring to [describe the issue, e.g., "the ongoing plumbing issues that have caused significant inconvenience and damage."]. Despite previous communications on [mention dates or instances], the matter remains unresolved.

As a tenant, I believe it is crucial for the living conditions to be maintained to avoid any further complications. I kindly request your prompt attention to this issue. I would appreciate a status update by [provide a specific date], so we can work towards finding a resolution.

Thank you for your attention to this matter, and I look forward to hearing back from you soon.

Sincerely,

[Your Name]