

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 address my ongoing concerns regarding the lack of maintenance in my rental unit located at [Your Address]. Despite multiple requests via phone and email, several issues remain unresolved, including:

- [List specific issue 1, e.g., "leaking faucet in the kitchen"]
- [List specific issue 2, e.g., "heating system not functioning properly"]
- [List specific issue 3, e.g., "mold in the bathroom"]

These problems have not only affected my comfort but have also raised serious concerns about safety and health. I kindly request that these issues be addressed by [specific date]. Should the matter not be resolved promptly, I may be left with no option but to seek further assistance.

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

Sincerely,
[Your Name]