

# Request for Action on Landlord's Neglect

[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 request immediate action regarding several ongoing issues in my rental unit at [Your Address]. Despite previous communications, these matters remain unresolved and are affecting my living conditions.

The issues include:

- [Issue 1: Brief description of the problem]
- [Issue 2: Brief description of the problem]
- [Issue 3: Brief description of the problem]

I would appreciate it if you could address these concerns by [specific date], as they have been outstanding for [duration of neglect]. I look forward to your prompt action to remedy these issues.

Thank you for your attention to this matter.

Sincerely,

[Your Name]