

# Formal Complaint Regarding Property Maintenance

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date: [Insert Date]

Landlord's Name  
Landlord's Address  
City, State, Zip Code

Dear [Landlord's Name],

I am writing to formally express my concerns regarding the property maintenance issues that I have experienced at [Your Address]. Despite previous communications, these issues remain unresolved and have begun to significantly affect my living conditions.

Specifically, the following maintenance concerns have not been addressed:

- [Describe first issue, e.g., leaking faucet in the kitchen]
- [Describe second issue, e.g., heating system malfunction]
- [Describe third issue, e.g., mold in the bathroom]

I kindly request that these issues be addressed promptly. Maintaining the property is not only essential for my comfort but is also your responsibility as a landlord.

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,  
[Your Name]