

Tenant Complaint Letter

[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 complain about a violation of the lease agreement at my residence located at [Your Address]. It has come to my attention that [describe the specific lease violation, e.g., unauthorized pets, lack of maintenance, etc.].

This issue has caused me [explain any inconveniences or damages caused by the violation]. I have previously notified you verbally on [dates of previous communications] but have not seen any action taken to rectify this situation.

Please consider this letter as a formal notice of my complaint and request that this violation be addressed promptly. I would appreciate a response by [set a timeline, e.g., within 10 days] regarding how you plan to resolve this issue.

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

Sincerely,
[Your Name]