

Tenant Complaint Regarding Maintenance Issues

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Subject: Urgent Maintenance Issues in Apartment [Your Apartment Number]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally bring to your attention several maintenance issues in my apartment, [Your Apartment Number], that require immediate attention.

1. [Describe the first issue, e.g., "Leaking faucet in the kitchen"]
2. [Describe the second issue, e.g., "Heating system not functioning"]
3. [Describe the third issue, if applicable, e.g., "Broken window in the living room"]

These issues have been persistent and are affecting my quality of living. I kindly request that you address these maintenance problems at your earliest convenience. Please let me know when a maintenance technician can be scheduled to resolve these concerns.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]