

[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 express my concerns regarding several issues I have been experiencing with my rental unit at [your apartment number and address]. Despite previous communications, these matters remain unresolved.

Specifically, I would like to address the following issues:

- [Issue 1: Description, e.g., plumbing problems]
- [Issue 2: Description, e.g., heating malfunction]
- [Issue 3: Description, e.g., pest infestation]

These problems have significantly affected my living conditions, and I would appreciate your immediate attention to these matters. I kindly ask that you provide a timeline for when these issues will be addressed.

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

Sincerely,

[Your Name]