

Formal 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 the ongoing maintenance issues that I have encountered in my rental unit located at [Your Apartment Address]. Despite my previous requests through [mention how you have communicated, e.g., email, phone], the following issues remain unresolved:

- [Describe the first maintenance issue]
- [Describe the second maintenance issue]
- [Describe any additional maintenance issues]

These problems have caused significant discomfort and have impacted my living conditions. According to the terms of our lease agreement, it is your responsibility to address and maintain the property in a habitable state.

I kindly request that you take immediate action to resolve these issues. I would appreciate a prompt response by [insert a specific date], informing me of the steps that will be taken to rectify the situation.

Thank you for your attention to this matter. I hope to hear from you soon.

Sincerely,

[Your Name]