

# Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

I am writing to formally complain about the unsafe living conditions in my apartment located at [Apartment Address]. Despite my previous verbal requests for repairs, the following issues remain unaddressed:

- [Describe Issue 1, e.g., "Leaking pipes in the bathroom"]
- [Describe Issue 2, e.g., "Broken window locks in the living room"]
- [Describe Issue 3, e.g., "Mold growth in the kitchen area"]

These conditions pose a serious risk to my health and safety, and I kindly request that you take immediate action to resolve these issues. I expect to hear from you within [insert reasonable timeframe, e.g., "the next 14 days"] regarding the steps you will take to address these concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]