

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Landlord's Name

Landlord's Address

City, State, Zip Code

Subject: Formal Complaint Concerning Unpaid Rent

Dear [Landlord's Name],

I am writing to formally address the issue of unpaid rent for the property I am currently renting from you located at [Property Address]. As of the date of this letter, the rent payment that was due on [Due Date] remains unpaid.

As per our lease agreement dated [Lease Agreement Date], the rent is due on the [Rent Due Date] of each month. According to my records, the amount of [Amount Owed] has not been received, and no prior communication regarding this issue has been made.

I kindly ask you to resolve this matter promptly. If you have already sent the payment, please let me know the details so I can confirm receipt. Otherwise, I request that the outstanding balance be paid by [Deadline for Payment]. Failure to do so may result in further actions as stipulated in our lease agreement.

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

Sincerely,

[Your Name]