

[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 Regarding Tenant Cleanliness Concerns

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally address a concern regarding the cleanliness of the unit occupied by [Tenant's Name] in [Unit Number/Address].

It has come to my attention that the level of cleanliness maintained by the tenant is below acceptable standards. Specifically, I have observed [describe specific issues, such as litter, unsanitary living conditions, pest issues, etc.]. This not only impacts the living environment but can also lead to further complications such as [mention any possible implications, e.g., health risks, property damage].

I believe that maintaining a clean and safe environment is vital for all residents in the building, and I would appreciate your prompt attention to this matter. I request that appropriate measures be taken to address these concerns with the tenant.

Thank you for your attention to this important issue. I look forward to your response and resolution of the matter.

Sincerely,

[Your Name]