

Formal Complaint Letter

Tenant Name: [Your Name]

Address: [Your Address]

City, State, ZIP: [Your City, State, ZIP]

Date: [Current Date]

Landlord Name: [Landlord's Name]

Landlord Address: [Landlord's Address]

City, State, ZIP: [Landlord's City, State, ZIP]

Subject: Formal Complaint Regarding Property Damage

Dear [Landlord's Name],

I am writing to formally address an issue regarding property damage that has occurred in my rented unit at [Your Address]. On [specific date], I discovered [describe the damage in detail, including the location and nature of the damage].

This damage has [explain how it affects your living conditions or safety]. I believe that this issue needs urgent attention as it could lead to further problems if not addressed promptly.

I kindly request that you take the necessary steps to assess and repair the damage at your earliest convenience. I hope to resolve this matter amicably and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]