

# Formal Complaint Regarding Property Damage

[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 lodge a complaint regarding property damage that has occurred in my rental unit located at [Your Apartment/Unit Number, Property Address].

The damage was first noticed on [Date of Incident] and involves [brief description of the damage, e.g., leaking pipes, damaged walls, etc.]. Despite my attempts to handle the situation informally, the issue persists and has begun to cause significant inconvenience and potential safety hazards.

I kindly request that you address this matter as soon as possible. Please inform me about the steps that will be taken to rectify the situation. I appreciate your prompt attention to this issue.

Thank you for your cooperation.

Sincerely,

[Your Name]