

Formal Complaint Regarding Breaches in Tenancy Agreement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Housing Association Name

[Housing Association Address]

[City, State, Zip Code]

Dear [Housing Association Manager's Name],

I am writing to formally lodge a complaint regarding several breaches of my tenancy agreement (reference number: [Your Tenancy Reference]) that I have experienced during my time as a tenant at [Your Address].

Despite my repeated attempts to resolve these issues informally, I have found it necessary to bring them to your attention in this formal manner. The breaches are as follows:

1. Failure to address mold and damp issues reported on [Date].
2. Inadequate heating provisions as outlined in clause [X] of my tenancy agreement.
3. Neglect in fulfilling maintenance requests submitted on [Date] for [specific issues].

These issues have not only caused inconvenience but have also negatively impacted my living conditions. I kindly request that you take immediate steps to rectify these breaches and provide me with a timeline for the necessary repairs and actions to be taken.

Should I not receive a satisfactory response within [time frame, e.g., 14 days], I may have to escalate this complaint to the relevant housing authorities.

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

Sincerely,

[Your Name]