

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Tenant Association

[Association's Address]

[City, State, Zip Code]

Dear Tenant Association Members,

I am writing to formally submit a complaint regarding illegal subletting at [Building/Complex Name], specifically concerning the unit located at [Unit Number or Address].

It has come to my attention that the tenant residing in [Unit Number] has been subletting their apartment without proper authorization, which is a violation of our lease agreement and community guidelines.

Numerous residents have expressed concerns about this situation, as it affects our community's integrity and safety. I kindly request that the Tenant Association investigate this matter and take appropriate actions to address the situation.

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

Sincerely,

[Your Name]