

Formal Complaint Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Tenant Association Name]
[Association Address]
[City, State, Zip Code]

Dear [Tenant Association Board/Committee Members],

I hope this message finds you well. I am writing to formally address a matter concerning violations of our rental agreement related to my tenancy at [Your Rental Address].

It has come to my attention that the following violations have occurred:

- [Description of Violation 1]
- [Description of Violation 2]
- [Description of Violation 3]

These violations have caused significant inconvenience and discomfort, and I believe they warrant immediate attention. According to our rental agreement, these issues should be rectified in a timely manner, and I would appreciate your assistance in resolving this situation.

I kindly request that the tenant association takes action to address these violations at your earliest convenience. I look forward to your prompt response regarding the steps that will be taken to remedy this situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]