

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Tenant Association

[Association Address]

[City, State, Zip Code]

Dear Tenant Association Board,

I am writing to formally lodge a complaint regarding unauthorized alterations made within our community.

It has come to my attention that [specific details about the alterations, e.g., "a unit located at [address] has undergone significant modifications, including [list alterations] without prior approval from the Tenant Association."].

These alterations raise concerns as they [mention any concerns, e.g., "violate our community guidelines, potentially compromise safety, or affect property values"]. I believe it is important for the integrity of our community that all alterations receive prior approval to ensure compliance with our association's rules.

I kindly request that the association investigate this matter and take appropriate action to address these unapproved modifications. I appreciate your attention to this issue and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]