

# Formal Complaint Regarding Lease Terms

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

[Landlord's Name]  
[Landlord's Address]  
City, State, Zip Code

Dear [Landlord's Name],

I am writing to formally express my concerns regarding the lease terms outlined in our rental agreement dated [insert lease date]. It has come to my attention that several conditions specified in the lease have not been adhered to, specifically [briefly outline the specific terms you are complaining about, e.g., maintenance issues, payment discrepancies, etc.].

I believe it is essential to address these matters promptly to ensure compliance with the lease agreement and maintain a fair rental experience. I kindly request that you [suggest a resolution, e.g., address the maintenance issues, reconsider the payment terms, etc.] at your earliest convenience.

Please let me know how you intend to resolve these issues within [number of days you expect a response, e.g., 14 days]. Thank you for your attention to this matter.

Sincerely,  
[Your Name]