

Appliance Service Complaint

Date: [Insert Date]

To: [Landlord's Name]

Address: [Landlord's Address]

Dear [Landlord's Name],

I am writing to formally complain about the malfunctioning [specific appliance, e.g., refrigerator, stove] in my apartment located at [Your Apartment Address]. The appliance has been experiencing issues since [insert date of first occurrence], including [describe the issue briefly, e.g., not cooling properly, making strange noises].

Despite my previous verbal notifications regarding this issue, it has not been addressed. I kindly request prompt action to repair or replace the appliance as it is essential for my daily living.

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

Sincerely,

[Your Name]

[Your Contact Information]