

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

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

Dear [Landlord's Name],

Subject: Complaint Regarding Property Issues

I hope this letter finds you well. I am writing to formally bring to your attention some issues I am experiencing in my rental unit at [Your Rental Address].

The specific issues are as follows:

1. [Issue #1: Brief description of the problem, e.g., leaking faucet, heating issues, etc.]
2. [Issue #2: Brief description of additional problem, if any.]
3. [Issue #3: Brief description of any further problems, if necessary.]

I kindly request that these issues be addressed at your earliest convenience. They have been causing [explain any inconveniences or concerns].

Thank you for your attention to these matters. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]