

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

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

Dear [Tenant's Name],

Subject: Notice of Tenant Complaint

I hope this letter finds you well. I am writing to formally address a complaint that has been brought to my attention regarding your tenancy at [Property Address].

The specific concerns relate to [briefly describe the complaint, e.g., noise levels, property maintenance issues, etc.], which have been reported on [dates of reported incidents].

As your landlord, it is my responsibility to ensure a comfortable living environment for all tenants. I would like to discuss this matter further to understand your perspective and work towards a resolution.

Please feel free to contact me at your earliest convenience to arrange a meeting or to discuss this over the phone. I appreciate your attention to this matter and look forward to resolving it promptly.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Signature, if sending a hard copy]