

[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],

I hope this message finds you well. I am writing to formally address a complaint regarding my dwelling at [Your Apartment/Unit Number] located at [Property Address].

[Describe the issue clearly and concisely, including any relevant dates, incidents, and your attempts to resolve the matter.]

I kindly request your prompt attention to this issue, as it has been impacting my [living conditions/quality of life/etc.]. I appreciate your understanding and look forward to your response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]