

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

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

Subject: Demand for [Rent Payment/Specific Request]

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally address an important issue regarding [specific concern, e.g., missed rent payment, repair request, etc.].

As of [date], I have not received [specific issue] and would like to remind you that [include any relevant lease agreement clauses or obligations].

I kindly request that [specific action you want taken, e.g., payment to be made by a certain date, repairs to be completed, etc.]. I believe this will help us maintain a positive tenant-landlord relationship moving forward.

Please respond to this letter by [specific date], so we can resolve this matter promptly. Thank you for your attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Apartment Unit (if applicable)]