

[Your Name]  
[Your Address]  
[City, Region, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Landlord's Name]  
[Landlord's Address]  
[City, Region, Postal Code]  
Dear [Landlord's Name],  
Subject: [Purpose of the Letter, e.g., Rent Payment, Maintenance Request,  
Lease Renewal]  
I hope this letter finds you well. I am writing to formally address  
[specific issue or request].  
[Provide details of the issue or request, including any relevant dates or  
information.]  
I appreciate your attention to this matter and look forward to your  
prompt response.  
Thank you for your cooperation.  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]