

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

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

Subject: Tenant Complaint Regarding [Issue]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally address a complaint I have concerning [specific issue, e.g., maintenance problem, noise, etc.] at my rental property located at [property address].

[Provide a detailed description of the issue, including any relevant dates, prior communications, and the impact it has on your living conditions.]

I kindly request that this matter be addressed promptly to ensure my rights as a tenant are respected and to maintain a comfortable living environment.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Tenant Signature, if sending a hard copy]