

[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],

Subject: Formal Complaint Regarding Rental Issues

I hope this letter finds you well. I am writing to formally address several issues I have been experiencing at [Rental Property Address] that require your immediate attention.

The issues are as follows:

1. [Issue 1: Describe the problem, including any relevant dates or details.]
2. [Issue 2: Describe the problem, including any relevant dates or details.]
3. [Issue 3: Describe the problem, including any relevant dates or details.]

Despite prior verbal communications regarding these matters, I have yet to see any resolution. As a tenant, I believe it is my right to live in a well-maintained and safe environment, and I urge you to address these issues promptly.

I kindly request that you respond to this complaint by [specific date] to discuss how we can resolve these matters effectively.

Thank you for your attention to these issues. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]