

[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 [specific issue, e.g., plumbing problems, heating issues, etc.] in my apartment/unit located at [Your Address].

[Describe the issue in detail, including when it started, any prior communications about it, and any impacts it has had on your living conditions.]

I kindly request that this matter be addressed promptly. Please let me know how you intend to resolve this issue and any actions that will be taken.

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

Sincerely,
[Your Name]