

[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 - [Brief Description of Issue]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally address a concern regarding my tenancy at [Your Address].

The issue is as follows:

[Describe the complaint in detail, including dates, incidents, and any relevant information].

I believe this situation needs immediate attention to ensure a comfortable living environment. I would appreciate your prompt response to this matter.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]