

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

[Property Owner's Name]  
[Property Owner's Address]  
[City, State, Zip Code]

Dear [Property Owner's Name],

Subject: Complaint Regarding Property Issues

I hope this letter finds you well. I am writing to formally address some concerns I have regarding the property located at [Property Address], which I believe require your immediate attention.

[Describe the specific issues in detail, including dates, times, and any relevant information: e.g., maintenance problems, noise complaints, safety hazards, etc.]

Despite my previous attempts to resolve these issues [mention any prior communication, if applicable], I have not seen a satisfactory response or improvement.

I kindly request that you take the necessary steps to rectify these problems within [specify a reasonable timeframe]. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]