

[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: Complaint Regarding Apartment Issues

I hope this letter finds you well. I am writing to formally address several issues I have been experiencing in my apartment [Your Apartment Number/Address] that require your immediate attention.

1. ****Leaking Faucet****: The kitchen faucet has been leaking consistently for the past [duration] which has caused water wastage and inconvenience.
2. ****Heating Problems****: The heating system is not functioning properly, and my apartment has been uncomfortably cold, particularly during this season.

3. ****Pest Infestation****: I have noticed a significant issue with pests, particularly [type of pest], which has become increasingly problematic. I would appreciate your prompt action to resolve these matters at your earliest convenience. Please let me know when you can send a maintenance team to assess and address these issues. Thank you for your attention to this matter.

Sincerely,
[Your Name]