

[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 [Nature of the Issue]

I hope this letter finds you well. I am writing to formally address an issue that has arisen in my apartment [Apartment Number/Address] that requires your immediate attention.

The problem I am experiencing is [describe the issue in detail, including any relevant dates and how it has affected you].

Despite my efforts to [mention any previous communication or attempts to resolve the issue], the situation has not improved.

I kindly request that you take prompt action to rectify this matter.

Please let me know how you plan to address this issue by [set a reasonable deadline, e.g., within the next 14 days].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]