

[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 letter finds you well. I am writing to formally address some concerns regarding my rights as a tenant at [Your Address] in accordance with [State/Country] tenant laws.

1. **[Issue #1: Description]**

I would like to bring to your attention [briefly describe the issue, e.g., repairs needed, breach of contract, etc.]. As per [relevant law or tenant rights], I believe this matter needs prompt resolution.

2. **[Issue #2: Description]**

Additionally, I want to address [another issue if applicable]. According to [relevant law or reference], this situation directly affects my rights as a tenant.

I kindly request that you take appropriate steps to resolve these issues within [specific timeframe, e.g., 14 days] to ensure compliance with our lease agreement and relevant local laws.

Thank you for your prompt attention to these matters. I look forward to your response.

Sincerely,

[Your Name]

[Tenant]

[Lease Agreement Number if applicable]