

# Sample Tenant Complaint Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Property Management Company Name]

[Address]

[City, State, ZIP Code]

Subject: Tenant Complaint Regarding [Specific Issue]

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to bring to your attention a concerning matter regarding my tenancy at [Property Address]. As a responsible tenant, I believe in maintaining a positive and respectful relationship with the property management team. However, I am currently experiencing a problem that requires your immediate attention and resolution.

The issue I am facing involves [describe the specific issue in detail]. This problem has been ongoing for [duration], and despite my previous attempts to address it myself, the situation has not been rectified. This is having a negative impact on my living conditions and my overall experience as a tenant in your property.

I kindly request that you take the necessary actions to address and resolve this matter promptly. As a tenant, I have a right to a safe, habitable, and well-maintained living environment, as outlined in our lease agreement and local housing regulations. I believe that resolving this issue will not only improve my living conditions but also contribute to the overall well-being of the property.

I would appreciate it if you could provide me with a clear timeline for when the issue will be resolved.

If necessary, please arrange for a maintenance technician or appropriate personnel to assess the situation and take the required steps to rectify it. Additionally, I would appreciate regular updates on the progress of the resolution.

I understand that property management involves various responsibilities, and I genuinely hope we can work together to resolve this matter amicably. I value my tenancy at [Property Address] and would like to continue enjoying a positive living experience here.

I kindly request that you acknowledge receipt of this letter and provide me with information on the steps you intend to take to address the issue. You can reach me at [phone number] or [email address] to discuss this matter further or to schedule a convenient time for a property inspection.

Thank you for your prompt attention to this matter. I look forward to a timely resolution.

Sincerely,

[Your Name]

[Tenant's Signature if sending a hard copy]

Please remember to customize this letter to your specific situation and the nature of your complaint. It's important to remain respectful and professional while clearly outlining the issue and your expectations for resolution.