

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

[Landlord's Name]
[Landlord's Address]
[City, State, ZIP Code]

Subject: Formal Complaint Regarding Unresolved Maintenance Issues (*Evidence Attached*)

Dear [Landlord's Name],

I am writing to formally notify you of ongoing maintenance issues at my rental property located at [Rental Property Address]. Despite previous communication attempts on [list dates of prior requests or communications], these issues remain unresolved, impacting the safety and habitability of my home.

The specific issues are as follows:

1. [Describe Issue 1]
2. [Describe Issue 2]
3. [Describe Issue 3, if applicable]

To support my claim, I have attached the following evidence:

- Photographs documenting the maintenance problems
- Inspection reports (if any)
- Records of previous correspondence regarding these issues

These issues pose significant concerns regarding health and safety and are in violation of our rental agreement as well as housing standards. I kindly urge you to address these repairs within [reasonable timeframe, e.g., 14 days] to restore a safe and habitable living environment.

Please contact me at your earliest convenience to confirm your plan of action and the expected timeline for resolution. If these issues are not addressed promptly, I may be compelled to seek further remedies as provided by law.

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,
[Your Name]

Attachments:

- Photos of maintenance issues (see attached files)
- Inspection report dated [date, if applicable]
- Copies of previous correspondence