

Formal Complaint Letter to Landlord about Maintenance Issues

A **formal complaint letter to landlord about maintenance issues** is a clear, concise document used by tenants to address problems in their rental property that require urgent attention. This letter outlines specific maintenance concerns, such as plumbing leaks, heating malfunctions, or electrical faults, and requests timely repairs to ensure habitability and safety.

Example Formal Complaint Letter

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 Maintenance Issues

Dear [Landlord's Name],

I am writing to formally bring to your attention several unresolved maintenance issues at my rented property at [Your Address]. Despite previous verbal requests, these issues have not yet been addressed, and they are impacting my ability to comfortably and safely reside in the unit.

- **Leaking kitchen sink:** There is a persistent water leak under the kitchen sink, which has caused water damage to the cabinet and an unpleasant smell.
- **Heating malfunction:** The central heating system has not been working since [date], making the apartment uncomfortably cold.
- **Electrical outlet issues:** Two electrical outlets in the living room are not functioning, posing potential safety hazards.

I kindly request that these maintenance issues be addressed within the next seven days to prevent further inconvenience and possible property damage. If repairs are not made promptly, I may need to seek remedies as provided under our lease agreement and local tenant laws.

Please confirm receipt of this letter and provide a timeline for the necessary repairs.

Thank you for your prompt attention to these matters.

Sincerely,

[Your Name]