

Tenant Complaint Letter with Supporting Documents

[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 [describe issue, e.g., Plumbing Problems]** at [rental property address]

Dear [Landlord's Name],

I am writing to formally bring to your attention a concern regarding [briefly state the nature of the issue, e.g., ongoing plumbing issues, broken heating system, pest infestation] at my rented apartment located at [rental property address].

The issue first arose on [date when the problem started], and despite previous attempts to resolve it (see attached correspondence), the problem persists. This issue has caused [explain potential inconveniences, damages, or hazards].

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

- Photographs clearly showing the extent of the issue
- Copies of previous emails/texts sent to you regarding this problem
- Receipts for any related repairs or expenses incurred
- Other relevant documents (please see attached)

According to the terms outlined in our lease agreement and the relevant local housing codes, it is the landlord's responsibility to address such issues promptly. I kindly request that you take appropriate action to resolve this matter within [reasonable time frame, e.g., 14 days] from the date of this letter.

Please let me know when I can expect repairs to be completed or if you require further information from my side. I hope we can resolve this issue amicably and at your earliest convenience.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

Attachments:

- [Attach photo files, e.g., kitchen_leak.jpg]
- [Attach correspondence, e.g., email_chain.pdf]
- [Attach receipts, e.g., plumber_invoice.pdf]
- [Other relevant documents]