

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

[Landlord/Property Manager's Name]
[Property Management Company Name]
[Office Address]
[City, State, ZIP Code]

Subject: Formal Complaint Regarding Water Leakage in Apartment Bathroom

Dear [Landlord/Property Manager's Name],

I am writing to formally bring to your immediate attention a persistent and serious water leakage problem in the bathroom of my apartment, located at [Apartment Number/Address]. Despite previous verbal notifications and requests, the issue remains unresolved, causing growing concern regarding the living conditions within my unit.

The leakage originates from [describe the location-e.g., the ceiling, under the sink, or around the bathtub], and has been ongoing since [date when problem began]. This persistent issue has resulted in [describe effects-e.g., dampness, mold growth, slippery floors, property damage], and is significantly impacting my comfort and safety as a resident.

In addition to the daily inconvenience, the continuing water leakage poses substantial risks, including potential structural damage to the property and health hazards due to mold and dampness. The situation urgently requires prompt attention and effective repair to prevent further deterioration.

I respectfully request that you arrange for a thorough assessment and immediate repairs at the earliest possible date. Please provide me with a timeline for when the repairs will be conducted, and ensure that clear communication is maintained throughout the process.

I trust that you recognize the seriousness of this matter and will take swift action to uphold both tenant satisfaction and the property's standards. I am documenting this complaint for reference and kindly request a written response within [specify reasonable number of days, e.g., 7 business days] regarding the proposed resolution.

Thank you for your prompt attention to this matter. I look forward to your quick response and the timely resolution of the water leakage issue.

Sincerely,
[Your Name]