

Formal Complaint Letter to Landlord about Maintenance

A **formal complaint letter to landlord about maintenance** is a written document used by tenants to address unresolved repair issues or maintenance concerns in their rental property. This letter clearly states the problem, requests timely action, and serves as an official record of the tenant's efforts to communicate with the landlord.

Sample Letter Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Landlord's Name]
[Landlord's Address]
[City, State, ZIP Code]
Dear [Landlord's Name],

I am writing to formally notify you of the maintenance issues at [property address]. The specific problems include:

- [Describe specific problem #1, e.g., leaky faucet in the kitchen]
- [Describe specific problem #2, e.g., broken heating system in the living room]
- [Add additional problems as needed]

Despite my previous verbal requests on [dates of verbal communication], these issues remain unresolved and are affecting my living conditions.

I kindly request that these repairs be addressed within [reasonable time frame, e.g., 14 days] from the date of this letter. If these issues are not resolved within this period

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]

Tips:

- Keep a copy of this letter for your records.
- Send the letter via certified mail or email for proof of communication.
- Be specific and polite in your requests.
- Document any previous attempts to resolve the issue.