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Re: Complaint

Dear _____:

As you are aware, I am your tenant at the following property:

I'm writing to you because I have a complaint regarding the property. Specifically, I am experiencing the following problem:

This problem has been affecting my enjoyment of the premises for approximately the past 2 days.

As you are aware, I already spoke to you regarding this issue on _____. I am disappointed it has not yet been addressed.

Specifically, I have documented the following information for issue:

The Lease addresses this issue. Specifically, the Lease states the following:

I would appreciate a phone call following up, as soon as possible, at the following phone number: _____.

Sincerely,
