

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
Address Line		
City, State Zip Code		

Re: Unsatisfactory Living Conditions - Tenant to Landlord

Dear :

I am writing this letter to express my disdain toward the living conditions of Moderne Apartments. In the six months that I have resided here, the living conditions have been steadily decreasing. I have experienced numerous inconsistencies of the utilities: there were four days in which there was no running water, one weekend with no electricity, the cable has been showing snow for more than three months, and I am either smothering from the heat or freezing. Alas, must I not forget the rodent problem that has been getting worse – I thought there was a no pet policy. In addition, maintenance is not prompt to correcting malfunctions that occur. I had to wait three weeks for someone to repair my leaky faucet and one week to have someone fix my broken light.

If these problems do not cease, I will be forced to take break my lease and proceed with legal action. Please contact me at your earliest convenience regarding this letter.

Sincerely,

N A M E