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Complaint Letter to the Landlord

Letters.org

**Introduction**

A complain letter to the landlord is written by the tenant to the owner to inform the later about certain problem/problems in hand which have to be resolved urgently. The tenant can use this letter to address issues beyond his/her preview including seepage, major plumbing repair, electric rewiring problems, payments for major repair in the accommodation or society and so on.

**Complaint Letter to the Landlord Tips**

* Start by mentioning work-service/repair which needs to be undertaken on priority and specify delays from planned schedule if any.
* Specify if any action/penalty will be taken for any further delay by certain authorities.
* End by requesting the owner to undertake the repair/work service urgently on highest priority.

Sample Complaint Letter to the Landlord

From

John Abraham

Flat No-24, Palm Heights

Texas.

To,

Martin Carmen

Hover’s Nest

Highbund Street

Texas

12September2013

Dear Mr. Carmen,

I am writing this letter after our last conversation over phone a week back in which I reminded you about need to undertake urgent major plumbing repair in the bathroom since it has been causing heavy seepage in the flat below.

I showed the seepage to your plumber and he promised to start work after getting your approval on the estimated expenditure. It has been two weeks since but no one has come over to start repair work so far.

Moreover, the manager of the society has warned that he will take stern action if repairs are not undertaken immediately. Since I will be out of town for three weeks starting 04October2013, I request you to treat this matter as most urgent and commence necessary repair works so that my planned holiday is also not disturbed.

Kindly do the needful at the earliest.

Thanking You

John

# Complaint Letter to the Landlord Template

# From

# \_\_\_\_\_\_\_\_\_\_ (your name)

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_ (your address)

# To

# \_\_\_\_\_\_\_\_\_\_ (name of owner)

# \_\_\_\_\_\_\_\_\_\_ (address)

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# Date \_\_\_\_\_\_\_\_\_\_ (date of writing letter)

#

# Dear Sir/Madam,

# I am writing this letter to inform that ….(mention the work-service/repair which needs to be undertaken on priority ).

# It has been ….….( mention any delay in commencement of work) but no work has commenced so far.

# If repair works are not undertaken immediately,…(specify if any action/penalty will be taken for any further delay) .I request you to treat this matter as most urgent and commence necessary works immediately to avoid future inconvenience.

# Kindly do the needful at the earliest.

# Thanking You

# \_\_\_\_\_\_\_\_\_\_ (your name)

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