

COMPLAINT LETTER TO THE LANDLORD

Included:

Introduction

Complaint Letter to the Landlord Tips

Sample Complaint Letter to the Landlord

Complaint Letter to the Landlord Template

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)

Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org