

## TENANT COMPLAINT LETTER

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## Introduction

A tenant complaint letter is written by a tenant to the owner requesting him/her to solve a problem in hand. The problem could be continuing for long despite repeated reminders or the owner could have avoided taking any action. This letter usually follows verbal reminders and is used as a last attempt to coerce the owner into working towards ending the problem faced by the tenant.

## Tenant Complaint Letter Tips

- Start by mentioning that you want the owner's assistance to rid a problem in hand.
- Briefly explain your grievance.
- Mention that despite earlier reminders, the problem persists. Mention date/time of its recurrence and hardship you faced this time.
- End by requesting owner to rid the problem. Suggest ways and means if possible.

## Sample Tenant Complaint Letter

From

Stella James

346, First floor

Evergreen

Palm Street

Texas.

To

Jake Jonathan

346

Evergreen

Palm Street

Texas.

12September2013

Dear Mr. Jonathan,

I am writing this letter as a last means of requesting you to resolve my problem in hand more so because you tour very often and I rarely get to meet you.

I have mentioned many times earlier on that your son plays music in very loud volume while partying with his friends in your residence which is disturbing and troublesome since I have an aged and ailing mother in my care.

Despite telling him repeatedly, there has been no change in his attitude. During a similar party yesterday, the music continued till 2 a.m and my mother had to be rushed to the hospital due to sudden rise in her blood-pressure since she could not sleep. It was tough to handle the situation alone since her condition deteriorated rapidly.

While I appreciate his need to enjoy with his friends, I would be grateful if you could advice him not to play the music too loud after 10.30 p.m when it is time for my mother to rest. Please do the needful and oblige.

Thanking You

Stella James

## Tenant Complaint Letter Template

From

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

\_\_\_\_\_

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

To

\_\_\_\_\_ (name of recipient)

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

\_\_\_\_\_

\_\_\_\_\_

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

Dear Sir/Madam,

I am writing this letter as a last means of requesting you to resolve my problem in hand ...(briefly explain your problem)

Despite repeated reminders there has been no change in the situation. Due to a similar incidence on.....(mention date and time of incidence if possible).....(mention about the hardship you faced due to its recurrence)

... I would be grateful if you could ...(suggest how the owner can rid the problem) Please do the needful and oblige.

Thanking You

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

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