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TENANT COMPLAINT LETTER

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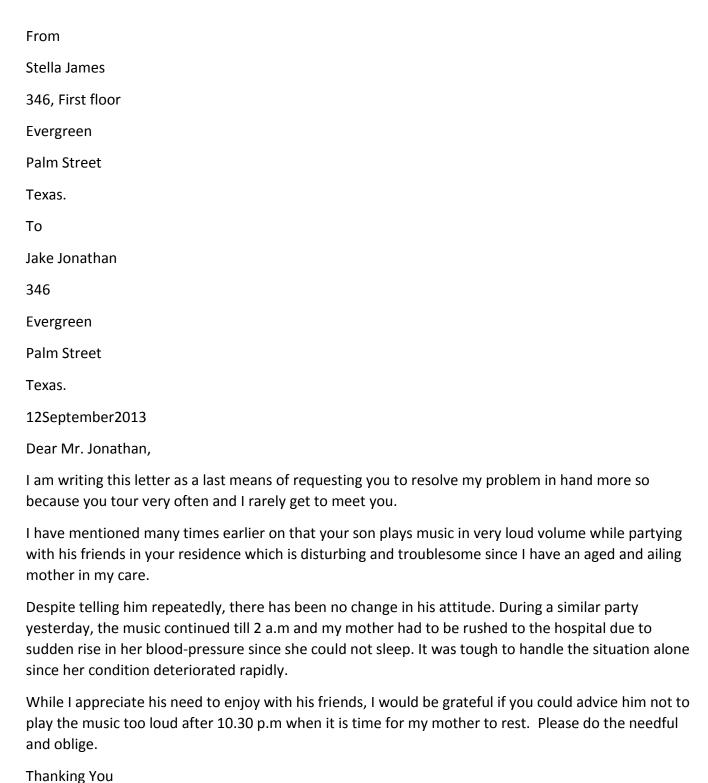
Introduction

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



Stella James

Tenant Complaint Letter Template

From
(your name)
(your address)
То
(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 du
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	
(vour name)	
(your name)	

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