[Your address]

[Date]

Re: Complaint about my tenancy

To **[your landlord’s name]**

I am writing about my tenancy at **[your address]**.

I need to make a complaint about **[give a brief description of the problem]**.

I need you to **[say what you want the landlord to do to solve the problem]**.

Please contact me by **[date]** to update me.

Please contact me on **[phone number or email]**.

**[Your name]**