

## Sample Letter: Letter of Complaint

(Your Name)  
(Current Address of Your Apartment, Unit #)  
(City, State, Zip Code)

(Date)

(Landlord or Apartment Company's Name)  
(Address as Printed on Your Lease)  
(City, State, Zip Code)

**Re: (Short statement of the issue, such as Noise Complaint; Trash in the Hallway; etc.)**

Dear (Name of landlord or manager),

I'm writing to formally request your help in dealing with an issue that (has arisen/has been ongoing) with my neighbors in (neighbor's apartment number). To date, the following actions have been taken:

- (Create a bulleted list, in chronological order, that lists actions taken so far including whether you've already contacted your neighbors or landlord/apartment company and what you may have done to address the issue.)

These previous attempts to resolve the problem have been unsuccessful, and this issue is directly affecting me by (state the impact this situation is having on you). To resolve this issue, I'd like you to get in touch with (neighbor's name/the residents of unit XX) and facilitate a resolution.

I'm hoping we can resolve this issue on or before (set a specific date that's reasonable, maybe a week out).

Should you need to reach me to discuss this further, please (call/email) at (insert phone or email based on preference for communication). I appreciate your attention to this issue.

Kindly,

(Your Name and Signature)  
(Apartment Number)  
(Phone Number or Email Address)