[Date]

[Landlord Name]

[Landlord Address Line 1]

[Landlord Address Line 2]

[Landlord Address Line 3]

Dear [Landlord Name],

I am writing to let you know about some problems we are having in our rental unit. We are having a difficult time living in the unit while these issues are ongoing, and I am very concerned that some of these issues will become larger problems if they aren’t resolved.

Here are our concerns:

1. The window regularly leaks when it is raining. This is causing damage in the woodwork and the wall around the window. We have seen a small amount of mold start growing, and are concerned about the safety of our health and our belongings.
2. The basement is very damp. It floods when it rains, and does not drain when the rain stops. This stagnant water is very concerning, especially if mold becomes involved.
3. We regularly see cockroaches in our unit, despite keeping everything very clean. They have been present since we moved in, so we know that we did not bring them into the unit. We will be happy to comply with whatever terms the exterminator sets for dealing with the infestation.

Can you please respond with your planned schedule for making these repairs? If you let us know when you will be coming in, we will make sure that it’s easy for you to access the areas of concern. If we don’t hear from you by [date], we will be forced to take further action to get these necessary repairs resolved. We believe, though, that it would be much more expedient to work it out directly with you, and we hope that you will respond with a plan to take care of these issues before they worsen.

Sincerely,

[Tenant Name(s)]

[Tenant Address Line 1]

[Tenant Address Line 2]

[Tenant Address Line 3]