

TENANT COMPLAINT

Attn: Housing Department

Date _____

This letter is to inform you of a complaint with the tenant living in

[Unit Address].

Details of Complaint:

I have attempted to resolve this matter with the tenant directly but the problems continue. I request your assistance in resolving the matter.

Tenant's printed name and signature _____

Address: _____ Phone # _____

Email: _____

[Tenant should keep a copy of all correspondence.]