[Your Name]  
[Address, City, STATE, Zip]  
[Website]  
[Contact]

To

[The Recipient]

I hope you are having a great week. I am Christine Meghan and living currently in your accommodation that is in North Hamilton, Street 60. I have been living here for the past five years. The basic aim behind writing this letter is to seek your attention towards the maintenance issues in the accommodation and to request you to reduce rent because there are lots of things that need to be repaired on an urgent basis. This is not the first time that I am asking you to repair the house, I have drawn your attention many times towards the maintenance, but you did not give an ear to it. Now the condition of the house is getting more inadequate, so I request you to reduce the rent.

As you know the rainy season is starting soon and there remains water leakage on the roofs which has made it difficult for us to live there.

Secondly, the tiles of the living room are broken from different places and the water pump also does not work properly. I have repaired the things temporarily for my convenience while you are taking the rent of all these things. Therefore, I request you to reduce the rent as I have provided you a detailed account of the situation. Moreover, the gas pipe also leaks from many points and the situation can be worsened if God has forbidden it bursts out.

You can also have a visit to the house to check its condition. To avoid any miss happenings in the future, I request you to reduce the rent as well as repair the things. I hope that this time you will give us a favor by reducing the rent as the situation of the house is before you. Moreover, if you want to visit the house, inform me well before time so I will remain available at home. I hope that you will do something in this regard.

Yours sincerely,  
[XYZ]