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

To

[The Recipient]

I hope that everything is going well around the corner. I am Ralph Mike and living in one of your apartments in Valley Stream St, 789. I am writing this letter to seek your attention towards the maintenance of the house that must need to be done. There are lots of maintenance issues that we are facing while you are taking a full month's rent from us. The basic purpose of writing this letter is to request you to reduce the rent because of maintenance issues. I had drawn your attention many times towards repairing but each time you delayed it by giving the excuse of your busy routine. You also did not respond to my calls neither you called back. That’s why I am writing this letter.

You know well about the weather situation of Massachusetts that turns to freeze point almost at the end of the year. There is non-availability of the gas in the house due to which it would be difficult for us to survive in such cold weather. Secondly, the bathrooms of living and drawing rooms need to be repaired because the water does not run smoothly and because of its water often comes in the rooms too. Thirdly, the walls are getting shabby and give a bad outlook. For the sake of temporary convenience, I have repaired the house, but I am drawing your attention to solve these issues immediately.

I have provided you enough details and you can also visit the house to check the condition. So, for this reason, I request you to reduce the rent on an immediate basis. Secondly, December is about to start so I want you to give some attention to the maintenance of the house. I request you to take prompt action towards it and to do something in this regard. I hope that this time you will give us a favor by reducing the rent as the situation of the house is before you. Waiting for your response!

Regards,

Ralph Mike