

[Date]

[Landlord's address]

Dear _____:

I am writing regarding my tenancy at [tenant's address]. I wish to discuss the following areas of concern:

- 1)
- 2)
- 3)

I propose the following solution to resolve these issues and continue to have a positive landlord/tenant relationship going forward: _____

_____.
Please respond to this request in writing. If you feel it would be beneficial to discuss my concerns in person, please contact me to schedule a time when we could meet. Please feel free to contact me at (208) _____. Thank you very much for your assistance on this matter.

Sincerely,
[Tenant Signature]

The work that provided the basis for this publication was supported by funding under a grant with the U.S. Department of Housing and Urban Development. The substance and findings of the work are dedicated to the public. The author and publisher are solely responsible for the accuracy of the statements and interpretations contained in this publication. Such interpretations do not necessarily reflect the views of the Federal Government.