

## Sample Tenant Grievance Letter

Today's Date

Ms. Jane Landlord

123 ABC Street

South Euclid, OH 44121

Re: 123 S. West Street (your address)

Dear Ms. Landlord:

I am writing you to let you know that there are repairs that need to be made in my rental unit. I am requesting that these repairs be made within 30 days of the date of this letter. If repairs are not made, I will be asking the South Euclid Municipal Court to hold my rent payments until the corrections are made.

The following repairs are needed:

- Toilet in upstairs bathroom is unusable and will not flush
- There is a leak in the living room ceiling
- Back door is damaged and cannot be properly latched
- There is peeling paint on the window sills in the third bedroom

I am attaching photographs of the items that need repair. Please let me know when you are able to complete these repairs.

Sincerely,

Terri Tenant

cc: Certified Mail