

[Sender Return Address]

[Date]

[Landlord's Name]
[Apartment Address]

Re: Complaint Letter About Parking

Dear Mr./Ms./Mrs. _____,

I have recently leased one of your apartment units located in [Location]. I have been staying in the apartment for ___ months and have always paid my rent on time. The rent fixed by you included parking charges for basement parking. However, I have not been able to use the parking space for ___ months as another tenant has been using the parking space. I have already sent a notice to you, but have not received any reply or seen any action to address this issue.

I have paid a total of 0.00 USD for parking charges while I am unable to use the parking space and have been compelled to park my car in [Location], which is utterly dangerous and unsafe.

I am requesting you to address this concern immediately so that I can use my paid parking space. I am also requesting for a refund of the amount that I have paid for the last ___ months that you charged me for the parking space. If the parking space has not been reserved for me, please revise the rental lease agreement and deduct the parking charges.

Thank you.

[Name and Signature]