Jane Davis

34, Princeton Avenue

New Jersey

24th October, 2006.

Mr. Kenneth Andrews

45, High Street

New Jersey

Ref: Unserviceable Heating Unit

Dear Mr. Andrews,

This is with reference to the unserviceable heating unit in the apartment leased out to us at the above mentioned address.   With winters setting in, it is becoming extremely uncomfortable for us to continue to manage like this.

Our repeated reminders and entreaties on the telephone have not yielded any results.  I request you to kindly treat this as a formal complaint and get the defective unit replaced/rectified within this week.

We look forward to your co-operation.

Thanking You,

Sincerely,

Jane Davis