Name of the sender  
Address of the sender

Date:

Dear sir/madam,

This letter is being written to make a formal request to you to inspect the apartment in which I am residing right now. I would like to ask you to visit the surrounding areas of the apartment also so that you can see the blatant violation of sanitary codes. The address of my apartment is given below:

Name:  
Address of the apartment:  
Contact details:  
Name and contact details of the apartment's owner:

I would like to ask you to contact me or my landlord on the above-mentioned numbers as soon as possible and schedule a time for the inspection.

Your prompt reply to this letter will be highly appreciated

Regards,

Sender's signatures