[Your Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Landlord or Property Manager Name]
[Company Name, if applicable]
[Address]

Re: Move-in Cleanliness Issues at [Property Address]

Dear [Landlord or Property Manager Name],

I am writing to formally bring to your attention several cleanliness issues I discovered upon moving into the property located at [Property Address] on [Move-in Date].

According to my lease agreement, the unit was expected to be delivered in a clean and habitable condition. However, I found the following areas to be unsatisfactory:

- [Issue 1: e.g., Kitchen appliances contain grease and food residue]
- [Issue 2: e.g., Carpets in the bedrooms have not been vacuumed or steam cleaned]
- [Issue 3: e.g., Bathroom surfaces show signs of mold/mildew]
- [Issue 4: e.g., Large amounts of dust and debris on windowsills and baseboards]

I have attached photos documenting the condition of these areas for your records.

I request that you arrange for a professional cleaning service to address these issues by [Date]. If you are unable to provide a cleaning service, I am open to hiring a cleaner myself and deducting the cost from next month's rent, provided I submit the receipt to you for approval.

Please let me know how you intend to proceed so we can resolve this matter quickly. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]