Your Name

Your address

Your postcode

Date

Landlord / letting agent name

Landlord / letting agent address

Company Name

Address

Postcode

Dear Landlord / letting agent,

**Request for repairs**

I am a tenant at (insert your address), and I am writing to inform you of repair work that needs to be carried out at the property.

The repair work needed is:

* \*List the repairs\*

I am also worried that the problems may have an adverse effect on my health \*and the health of my family\*.

Please contact me as soon as possible to arrange a time for the repair work to be carried out.

I look forward to hearing from you.

Yours sincerely,

Your Name

You contact telephone number