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 again of repair work that needs to be carried out at the property. I first wrote to you on \*insert date\* and you have no yet arranged for the repair work to be carried out.

The repair work needed is:

* \*List the repairs\*

I am concerned that the disrepair is:

* having an effect on my health
* making the property unsafe
* causing great inconvenience

I am concerned that the disrepair may cause more damage to the property if it is not fixed immediately.

Please contact me within the next 48 hours to agree a time for the repairs to be carried out.

Yours sincerely,

Your Name

Your contact telephone number