*Please add the Landlords name and address in the box above*

Date:…………………………………….

Dear Landlord/Letting Agent

**Re: Request for repairs**

*Please add your address in the box above*

I am a tenant at the above address and I am writing to inform you again of repair work that needs to be carried out at the property. I first wrote on (Date)

You have not yet arranged for the repair work to be carried out.

The repair work needed is:

*Please list the repairs in the box above*

I am concerned that the disrepair is:

* having an effect on my health
* damaging the property and leading to further disrepair
* 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.

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

Yours sincerely

Name…………………………………………………….

Telephone Number…………………………………….