Add landlord's name and Address

Add Your Name and Address

Add Date

Dear [***Add landlord's name***]

Re: Request for repairs at [*add your address*]

I am a tenant at the above 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 repairs***]

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

[***If the problem is affecting your health or that of your family you can add:***

I am also worried that the problem may have an adverse effect on my health [and the health of my family].

[***Add details of how it may affect your health***]

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 soon.

Yours sincerely

[***Add your name***]

Contact telephone number: ***Add your phone number***