***Insert your address***

***Insert the date***

***Insert your landlord’s address***

Dear ***Insert your landlord’s name***

**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.

I am also concerned that the disrepair is:

* ***List how the disrepair is causing problems, for example:***
* having an effect on my health (and my family’s health)
* making the property unsafe
* causing great inconvenience

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

***Insert your name***

Contact telephone number: ***Insert your phone number***