Subject: Repairs needed at **<your address>**

To **<your landlord’s name>**

I contacted you on **<the date you sent letter 1>** to explain that if the repairs at **<your address>** were not done I would get quotes myself. I have attached the letter I sent.

As you have not arranged the repairs, I have attached 3 quotes for the work.

If you do not reply within 2 working days to organise the repair work, I will have the repairs done by the company offering the cheapest quote.

If you do not refund me I will deduct the cost from my rent.

Kind regards,

**<your name>**

**<your phone number>**

**<date>**