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

To **<your landlord’s name>**

I contacted you on **<the date/dates contacted>** to do repairs at **<your address>**.

The repairs needed are **<the repair work your landlord needs to do>**.

I’m contacting you again because you have not arranged for the repairs to be done.

I'm concerned because the repairs are **<examples: causing damage to my home / affecting my health / making my home unsafe>**.

I have read my rights on the Shelter Scotland website. It is your responsibility to do repairs within a reasonable time.

Please reply within 2 working days to arrange the repairs.

If you do not respond, I will send you quotes for the work. If you do not choose a quote and pay for the work, I will deduct the cost from my rent.

Kind regards,

**<your name>**

**<your phone number>**

**<date>**