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

To **<your landlord’s name>**

I contacted you on **<the date you sent letter 3>** to ask for a refund for the repair work I organised at **<your address>**.

As I have not received a refund from you, I will deduct the cost of the work from my rent.

I have attached a receipt for the work which details how much I have paid.

I will pay **<£xxx>** in rent **<every month / every week>** until **<date>** to cover the cost. After this date I will resume paying the rent in full.

Kind regards,

**<your name>**

**<your phone number>**

**<date>**