To **<your landlord’s name>**

I'm writing to let you know that repairs are needed at **<your address>.**

**<Describe the repair problems in your home>**

I'm concerned because **<example: it's causing damage to my home / affecting my or my family’s health / making my home unsafe>**.

I think it would be reasonable for the repairs to be done within **<number of days>**.

Please contact me to confirm how long you expect repairs to take and who will do the repair work.

Thank you,

**<your name>**

**<your phone number>**

**<date>**