**[Date]**

**[Your address]**

To the housing maintenance team

I’m writing to ask for repairs to my home.

The problems are **[give details].**

I am worried the problems will cause more damage to the property if they are not fixed immediately. I am also worried that my belongings are at risk.

The problems are affecting my health **[and my family’s health].** **[Add details].**

Please contact me as soon as possible to arrange for the repairs to be done.

**[Add this if you are a council tenant]** Please let me know if the repairs are covered by the right to repair scheme.

**[Your name]**

**[Your number]**