**[Your address]**

**[Date]**

To the housing maintenance team

I’m contacting you about the repairs done recently at my home.

The problems that needed to be fixed were **[say what repairs you asked for]**.

The problems have not been fixed**. [Give details. For example, pipes are still leaking]**.

Please contact me in the next 2 days to arrange for these problems to be fixed straight away. I look forward to hearing from you.

**[Your name]**

**[Your number]**