**[Your address]**

**[Date]**

To **[Tenancy Relations service or Private Housing team]**

I have a private tenancy at **[your address]** and I am at risk of illegal eviction.

I need urgent help to stop my landlord harassing me.

My landlord is **[name and contact details of your landlord or letting agent]**.  
  
My landlord is harassing me by **[say what is happening and when].**

I need to speak to a tenancy relations officer or someone in the private rented housing team as soon as possible.

Please contact me on **[phone number or email]**.

Yours sincerely

**[Your name]**