**[Your address]**

**[Date]**

Dear Repairs team

My name is **[your name]**

I am the tenant at **[your address]**

I have noticed damp and mould in my home.

**[Give details of the problem, including where the damp is and any mould growth.]**

This affects my health and wellbeing because **[say how]**.

Please send me a copy of your repairs policy and your damp policy.

The government and the Housing Ombudsman have told social landlords to adopt a zero tolerance policy on damp and mould. They have also said landlords should find and fix the underlying problems and not blame damp and mould on tenants.

Please arrange for an inspection of the property as soon as possible.

I look forward to hearing from you.

Your sincerely

**[Your name]**