**[Your address]**

**[Date]**

Dear **[landlord name]**

I'm writing to you about disrepair and bad conditions at **[property address]**.

Because of this, I have suffered the following loss and problems: **[give details of how the lack of repairs has affected you]**

I will not take you to court if you do the works needed and pay me compensation.

The works needed are: **[list everything that needs to be done to fix the problem]**.

I would like:

* **£xxx** for what I’ve had to go through
* **£xxx** for my financial loss

I would also like you to write off the rent I owe. **[delete if you do not owe any rent]**

I look forward to hearing from you within the next 10 days.

Yours sincerely

**[Your name]**