**[Your address]**

**[Date]**

To the housing maintenance team

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

The repairs needed are **[give details]**.

I contacted you about this on **[dates of calls, messages or emails]**.

The disrepair is causing these problems: **[give details. For example, if the repair problems affect your health or make your home unsafe].**

Please contact me in the next 2 days to agree a time for the repairs to be done.

If the repairs are not arranged in 2 weeks, I will make a formal complaint.

I look forward to hearing from you.

**[Your name]**

**[Your number]**