**[Your address]**

**[Date]**

Dear **[landlord or agent name]**

I’m writing to ask for repairs at **[your address]**.

The things that need to be fixed are **[list the repairs needed]**.

The disrepair may cause more damage to the property if it is not fixed soon.

I am also worried the problem could affect my health and my family because **[write how it could affect your health]**.

Please contact me to arrange a time for the repairs.

I look forward to hearing from you as soon as possible.

Yours sincerely

**[Your name]**