**[Your address]**

**[Date]**

Dear **[landlord or agent’s name]**

I am the tenant at **[your address].**

I have recently noticed damp and mould in the property.

Description of the problem: **[give details - where the damp is and any mould growth]**

This affects my health and wellbeing because **[give details, for example if you have asthma or if there's damage to your belongings]**.

[Government guidance for all landlords](https://www.gov.uk/government/publications/damp-and-mould-understanding-and-addressing-the-health-risks-for-rented-housing-providers/understanding-and-addressing-the-health-risks-of-damp-and-mould-in-the-home--2#key-messages) says you should take damp and mould seriously and arrange an inspection as soon as possible.

I look forward to hearing from you.

Your sincerely

**[your name]**