Subject: Repairs needed at **<your address>**

To **<your landlord’s name>**

I contacted you on **<the date you sent letter 2>** with quotes to get repairs done at **<your address>**.

As I did not get a reply, the repair work was completed by the company offering the cheapest quote.

I have attached a receipt for the work.

Please reply within 2 working days to organise refunding me. Otherwise, I will deduct the money from my rent.

Kind regards,

**<your name>**

**<your phone number>**

**<date>**