To **<your landlord’s name / council or housing association>**

I’m writing to ask for a temporary rent reduction at **<your address>** due to the conditions in the property.

**<Describe the repair problems in your home>**

I first reported these repairs on **<date>**.

My life has been affected by these problems. **<Give details, for example: I can’t use part of my home / the repairs are affecting my health / I’ve had to take a lot of time off work>**.

I propose that I pay **<£xxx>** until **<the repairs are done/I can use the affected area of my home again>**. I think this is reasonable because of the effect it’s having on me and the amount of time the repairs are taking.

Please reply in writing to let me know if you agree to this reduction.

Thank you,

**<your name>
<your phone number>
<date>**