To **<your landlord's name>**

I contacted you on **<date>** to ask for repair work at **<your address>**.

The repairs needed are **<describe the repairs>**. These repairs have still not been done.

I have checked Shelter Scotland’s website, and it's your responsibility to carry out these repairs.

I'm concerned because **<example: it's causing damage to my home / affecting my health / making my home unsafe>**.

I ask that the repairs be completed within **<number of days>.**

Please respond in writing within 5 working days and tell me what you'll do to fix the problem.

Thank you,

**<your name>**

**<your phone number>**

**<date>**