To **<council>**

I'm writing to let you know that repairs are needed in my temporary accommodation at **<address>**.

**<Describe the repair problems>**

Please contact me to confirm:

- that you will arrange for the repairs to be done  
- how long you expect it to take  
- who will do the repair work

Thank you,

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