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

I am writing to report a problem with the repair work that was carried out on **<date repairs were done>** at **<your address>**.

When the repairs were carried out **<example: the work was not finished / the problem was not fixed / the work caused damage to my belongings>**.

I have checked my rights on Shelter Scotland’s website, and you are responsible for making sure repairs are done properly.

I ask that you **<example: arrange for the repairs to be completed / redo the work / compensate me for the damage to my belongings>**.

Please contact me within 2 working days to confirm how the problem will be resolved.

Thank you,

**<your name>**

**<your phone number>**

**<date>**