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 my rights on the Shelter Scotland website. You have a duty to make sure my home meets the repairing standard in section 13 of the Housing (Scotland) Act 2006. Currently my home does not meet this standard, and you must do the repairs within a reasonable time.

I believe it's reasonable for the repair work to be done within **<number of days>** because of the effect it's having on me.

**<Give details, for example: it's causing damage to my home / affecting my health / making my home unsafe>**

Please contact me within 2 working days to confirm when the repairs will be done.

If you do not arrange for the repairs to be done, I will apply to the First-tier Tribunal for Scotland (Housing and Property Chamber) for an enforcement order.

Thank you,

**<your name>**

**<your phone number>**

**<date>**