[**Your address**]

[**Date**]

[**Landlord’s address**]

To [**landlord’s name**]

**Request for repairs at** [**your address**]

I am writing again concerning the outstanding repair work needed at the above address. I attach copies of previous correspondence.

So far you have not contacted me to arrange for the repair work to be carried out.

I am concerned that the disrepair is: **[list any problems caused. For example, if the disrepair affects your health or makes your home unsafe]**.

If the problem is not fixed within [**set a deadline eg 2 weeks**] you leave me no option but to carry out the repair work myself and deduct the cost from my rent.

Please contact me as soon as possible to arrange for the repairs to be carried out.

I look forward to hearing from you soon.

Yours sincerely

[**Your name**]

[**Your phone number**]

[***Note: This is the 2nd letter in a series of 5. You must send them all if you want to do the repairs yourself and deduct the cost from your rent. Failure to do so could put you at risk of eviction for rent arrears.***]