[**Your address**]

[**Date**]

[**Landlord’s address**]

To [**landlord’s name**],

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

I am writing again concerning the outstanding repair work for the address above. In my last letter (copy enclosed) I explained that if repair work was not started within 2 weeks, I would take steps to carry out the repairs myself and deduct the cost from my rent.

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

You have not contacted me to arrange for the repair work to be carried out.

I attach copies of 3 quotes for the work. If you have not fixed the disrepair within [**set a deadline eg 2 weeks**], I will arrange for the repairs to be carried out by the company offering the cheapest quote.

I look forward to hearing from you soon.

Yours sincerely

[**Your name**]

[**Your phone number**]

[***Note: This is the 3rd 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.***]