**[Your address]**

**[Date]**

Dear **[landlord or agent name]**

I’m writing again to ask for repairs at **[your address]**.

The repairs needed are **[list the repairs needed]**.

I contacted you about this on**[dates of conversations, messages or emails]**.

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

Please contact me within the next 2 days to agree a time for the repairs to be done.

I look forward to hearing from you.

Yours sincerely

**[Your name]**