**[Your address]**

**[Date]**

To the environmental health team

I am a tenant at **[your address]**.  
  
My landlord is **[your landlord or letting agent’s name]**.  
  
I wrote to them about repairs needed on **[dates]**.

**[Give details of the repair problem]**  
  
I allowed a reasonable time for my landlord to do the repairs, but they have not done them.  
  
I'm concerned the repair problems are affecting my health and safety, and the health and safety of the people who live with me.  
  
My landlord’s details are **[your landlord or agent’s address and number]**.  
  
Please arrange to visit my home and carry out an inspection under the Housing, Health & Safety Rating System (HHSRS).  
  
Yours sincerely

**[Your name]**