[***Add your address***]

[***Add the date***]

[***Add landlord’s address***]

Dear [***Add landlord’s name***]

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

I am writing further to my letter of [***add date***].

Since you have not refunded the cost of the repair work that I arranged to be carried out at the address above, I am left with no choice but to deduct the money from my rent.

I trust this will not cause a problem.

Yours sincerely

[***Add your name***]

Contact telephone number: [***Add your phone number***]

[***Note: This is the 5th letter in a series of 5. You need to send them all if you want to do the repairs yourself and deduct the cost from your rent.***]