**Date**

**Your name and address**

To **landlord’s name**

**Re:** Contractors did not turn up

I’m contacting you about the repairs that need to be done at **your address.**

Contractors were meant to come to the property to **assess/fix** the problems on **date.**

They did not turn up.

They did not let me know that they would not come.

Please contact me in the next 2 days to arrange another time for the contractors to come to my home.

I look forward to hearing from you.

**Your name**

**Your number**