**[Your name]**

**[Your address]**

**[Date]**

Dear [**name of landlord or agent]**

I’m writing to ask for a temporary rent reduction at **[your address]** due to the conditions in the property. **[Describe the problems you’re having with repairs].**

I first told you about these problems on **[date]**.

My life has been affected by the repair problems. **[Give details. For example, if you cannot use a room in your home or your health is affected.**

I would like to pay £**xxx** until these problems are resolved. I think this is reasonable.

I would be happy to go back to paying the full rent when the repairs are done.

I look forward to hearing from you soon.

Yours sincerely

**[Your name]**

**[Your contact details]**