[***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 again concerning the outstanding repair work for the address above.

As I did not hear from you after I sent you three quotes for the work, I have now arranged for the repairs to be carried out.

I have paid the contractor for the work and I enclose a copy of the receipt for the work. Please could you refund the money within the next two weeks. If I have not heard from you by then, I will be forced to start to deduct the money from my rent.

I look forward to hearing from you soon.

Yours sincerely

[***Add your name***]

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

[***Note: This is the 4th 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.***]