[***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. I attach copies of my previous correspondence.

You have not contacted me to arrange for the repair work to be carried out.

[***List again how the disrepair is causing problems, for example:***

I am concerned that the disrepair is:

* having an effect on my health
* damaging the property and leading to further disrepair
* making the property unsafe
* causing great inconvenience]

Please contact me within the next 48 hours to arrange a time for the repairs to be carried out.

If I have not heard from you within 48 hours, I will contact the council to request that their environmental health department carry out an inspection of my home and take further action as appropriate.

Yours sincerely

[***Add your name***]

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