[***Add your address***]

[***Add the date***]

To Environmental Health Department

[***Add your council’s address***]

[***Add reference number if you have one***]

Dear Sir/Madam

**Re: Inspection request: Repairs needed/Conditions affecting my health and/or safety at [*add your address*]**

I am a [***private rented / council / housing association***] tenant at the above address. My landlord is [***add name of landlord***]. I have written to my landlord to tell them that repairs are needed on [***add date***] and again on [***add date***] (copies attached).

I have allowed a reasonable time for my landlord to do the repairs, but they have not done them.

I reported these problems to my landlord:

[***List the disrepair repairs you reported to your landlord***]

I am concerned that the disrepair problem is affecting my health and safety [the health and safety of those in my household].

My landlord’s details are:

[***Add landlord’s:***

***name***

***address***

***telephone number if known***]

Could you please arrange to visit my home to inspect the disrepair problem.

Yours sincerely

[***Add your name***]

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