[***Add your address***]

[***Add the date***]

[***Add landlord’s address***]

Dear [***Add your landlord’s name***]

**Re: Request for repairs at** [***add your address***]

I am writing again concerning the outstanding repair work needed at the above address. I attach copies of previous correspondence.

So far you have not contacted me to arrange for the repair work to be carried out.

I am concerned that the disrepair is: [***List how the disrepair is causing problems. For example:***

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

If the problem is not fixed within [***set a deadline eg two weeks***] you leave me no option but to carry out the repair work myself and deduct the cost from my rent.

Please contact me as soon as possible to arrange for the repairs to be carried out.

I look forward to hearing from you soon.

Yours sincerely

[***Add your name***]

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

[***Note: This is the first letter in a series of four. You must send them all if you want to do the repairs yourself and deduct the cost from your rent. Failure to do so could put you at risk of eviction for rent arrears.***]