[***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. In my last letter (copy enclosed) I explained that if repair work was not started within two weeks, I would take steps to carry out the repairs myself and deduct the cost from my rent.

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]

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

I attach copies of three quotes for the work. If you have not fixed the disrepair within [***set a deadline eg two weeks***], I shall arrange for the repairs to be carried out by the company offering the cheapest quote.

I look forward to hearing from you soon.

Yours sincerely

[***Add your name***]

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

[***Note: This is the second letter in a series of four. You need to send them all if you want to do the repairs yourself and deduct the cost from your rent.***]