[***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 a tenant at the above address and I am writing to inform you of repair work that needs to be carried out at the property.

The repair work needed is:

[***List repairs***]

I am concerned that the disrepair may cause more damage to the property if it is not fixed immediately.

[***If the problem is affecting your health or that of your family you can add:***

I am also worried that the problem may have an adverse effect on my health [and the health of my family].

[***Add details of how it may affect your health***]

Please contact me as soon as possible to arrange a time for the repair work 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 1st letter in a series of 5. 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.***]