[***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 again of repair work that needs to be carried out at the property. I first wrote on xxxxx. You have not yet arranged for the repair work to be carried out.

The repair work needed is:

[***List repairs***]

[***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]

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

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

If the repairs are not carried out within 14 days, I will have no alternative but to take court action and/or contact the council to request that their environmental health department carry out an inspection of my home.

I look forward to hearing from you soon.

Yours sincerely

[***Add your name***]

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