

Your name
Your address
Your postcode
Your contact number(s)
Your e-mail address

Landlord's / Agent's name
Landlord's / Agent's address
Landlord's / Agent's postcode

Insert date

Dear **Name / Sir / Madam**

I am writing to you regarding the disrepair(s) at **(address including postcode)**. I am informing you in writing about these disrepairs as part of my duty under the Landlord & Tenant Act 1985 **and as part of my tenancy agreement signed between us.**

The disrepairs are listed as follows:

- **XXXXXXXXXXXXXXXXXX**
- **XXXXXXXXXXXXXXXXXX**
- **XXXXXXXXXXXXXXXXXX**

I have tried to inform you (insert number) times by telephone/email regarding these disrepairs but nothing has been done so far by yourself. I am worried that these disrepairs may affect my health & safety **and that of my partner and my children.**

I would appreciate it if you would please contact me regarding these issues of disrepair within two weeks from the date of this letter, to recognise the disrepair issues and put in place a schedule of works that will correct the items listed above. If nothing is done regarding these repairs then I will have no alternative but to make a formal complaint under your complaints procedure.

I hope we can come to an agreement regarding the works that need to take place.

Yours sincerely,

Sign the letter here

Print your name here