

Your Address
Your Address
Your Address
Your Address

Today's Date

Landlord's Name
Landlord's Address
Landlord's Address
Landlord's Address
Landlord's Address
Landlord's Address

Dear [Landlord's Name]

Re: Request for repairs at [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]