**[*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 disrepair issues at the property that you should be aware of.

The disrepair includes:

* [*List disrepairs/ issues*]

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/ your families health, you can add:*

I am also worried that the problem may have an adverse effect on my health [and the health of my family]. My concern is that [*add details of how it may affect your health*].

I would be grateful if you could arrange for this to be repaired as soon as possible. Please would you respond to me in writing within 14 days telling me;

1. a description of the action which you propose to take to address the problem and
2. a reasonable timetable within which that action will be taken.

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,

[***Your name***]

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