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| --- | --- |
| [Tenant Name][Tenant Address][Tenant Email] [Tenant Telephone] |  |
|  | [LandlordName][LandlordAddress] |

[Date]

Dear [Landlord’s / Agent’s name],

|  |
| --- |
| Re: Request for repairs at [Property address] |

I am writing again concerning the outstanding repair work for the address above.

I already contacted you in relation to this matter on [add date(s) of previous letter].

You have not contacted me to arrange for the repair work to be carried out. As a reminder these are:

* [List repairs]

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

If I have not heard from you within 48 hours, I will contact the Council to request that their environmental health department carry out an inspection of my home and take further action as appropriate.

Yours faithfully,

[Tenant Name]

[Tenant Signature]