|  |  |
| --- | --- |
| [Tenant Name][Tenant Address][Tenant Email] [Tenant Telephone] |  |
|  | [Landlord Name][Landlord Address] |

[Date]

Dear [Landlord’s / Agent’s name],

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

I am writing again concerning the outstanding repair work needed at the above address. I attach copies of previous correspondence.

So far you have not contacted me to arrange for the repair work to be carried out.

I am concerned that the disrepair is: [List how the disrepair is causing problems. For example:

* having an effect on my health
* damaging the property and leading to further disrepair
* making the property unsafe
* causing great inconvenience]

If the problem is not fixed within 14 days you leave me no option but to carry out the repair work myself and deduct the cost from my rent.

Please contact me as soon as possible to arrange for the repairs to be carried out.

I look forward to hearing from you soon.

Yours faithfully,

[Tenant Name]

[Tenant Signature]

Att.

[add copies of previous letters]