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| --- | --- |
| [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 to inform you of some repairs that need to be carried out at the above property.

[insert list of repairs]

Could you please arrange to have these repairs carried out within the next [insert number of days depending on urgency/ severity of issue].

I’d be grateful if you could 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 faithfully,

[Tenant Name]
[Tenant Signature]